

Career Guide

September 2009

How to be Successful
in Your Job

Choosing a
Postsecondary School

Job Search Tools &
Resources

Choosing
a Career:

Find Your
PERSONALITY
Type & Choose
a Career that
Fits You

Five-Star Jobs:

What are they?

Find the best of the Five-Star Jobs



Look inside for job search resources & great career advice!



How to Choose a Career

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The Utah Career Guide is published every two years by the Utah Department of Workforce Services.

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DWS-03-29-1009

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How to Choose a Career



You'll be working for 30 or 40 years—choose something you enjoy that pays well.

Time and planning are the keys to a successful career. The time you take to really plan your career will pay off for the rest of your working life. Here's some advice on getting started:

1 Do a good self-assessment. Remember, your work is part of your total life, and you are the captain of that ship. To get the rewards of a successful and satisfying career, you must accept the responsibility of getting to know yourself fully, researching your options, and making choices all along the way that will help you reach your life goals.

2 Clarify your values. Your basic beliefs and values need to be reflected in the career you choose. You cannot be happy doing something day after day that violates your values.

3 Prioritize your needs. What do you want your job to offer you? List those things in order of their importance to you. Understand that in order to have one thing, you may need to sacrifice another.

4 Assess your skills. Look at the skills you have, including interpersonal skills, language skills and your work ethic. If they are lacking, figure out how to build them.

5 Identify your work interests and your hobbies. These may help you decide what type of job you'd like. Also keep in mind that some hobbies should stay hobbies.

6 Be willing to make the effort—and don't get discouraged.

- Spend time planning your career, and expect to keep doing it on a continuous basis.

- Do one career-building task every week, such as: building your professional network, increasing your skills, talking to others about potential opportunities, learning more about your industry.

- Ask people in your preferred career about how they got where they are. From their stories, you can learn things you need to do and how to position yourself to achieve your own goals.

- If you can afford it, taking a position in the industry of your career choice that will help you develop a valuable skill set is better than taking an unrelated job that pays well.

- Look for paid opportunities to learn transferable skills. Training offered by the company—tuition reimbursements, and other opportunities—can serve you even after you've left your current job.

Ultimately, you want a balance between your lifestyle and your career plans. When evaluating yourself, make sure you've included everything that might be useful in your choice.

7 Most of all...take responsibility for your own career. You need to shape it, not let it shape you. Decide what you want your career to be and make your opportunities match. True, sometimes you have to take a role assigned by employers. But you can also make roles for yourself that will help you further your career. Look for projects to take on that will help you get from where you are to where you want to go. Be prepared to put in extra time and effort now for a payoff later. ☺



For more information:

- <http://www.careerknowhow.com/guidance/reframe.htm> *Reframing your career choice from "what" to "how"*
- <http://www.careerknowhow.com/perfectcareer.htm> *Three steps to finding the perfect career*
- <http://www.utahfutures.org>



Know Thyself

By Connie Blaine

Doing a good self-assessment is crucial to finding the right career. In fact, it is the most important part of the entire process. So it should not be cut short or brushed aside. A good self-assessment involves gathering information about yourself, truly understanding yourself, and being honest with yourself. Once you really know yourself, you can compare this knowledge with the many different career choices suitable for you.

1 Identify your personality type, or interest area to determine which type you are. Remember, no type is “better” than another—they all have positive and negative characteristics. The point is to be completely honest and find out which type you are, not what you or someone else thinks you “ought” to be.

2 Identify your skills and list your accomplishments.

3 Clarify your values and prioritize your needs. Your basic beliefs and values need to be reflected in the career you choose. You cannot be happy doing something day in and day out that forces you to violate your own values.

Be honest about yourself, with yourself. How much responsibility are you willing to take? Are you committed to doing what is necessary to get the career you want?

4 Focus your career planning on the occupations in the Career Chart in this publication that are listed under your personality type/interest area.

Self-assessment takes time and effort. But it will start paying off right away as you gain self-awareness, improve your self-confidence, learn time- and stress-management techniques that work for your personality type and develop self-management skills. And, it will really pay off in the long run in having a satisfying and rewarding career that fits comfortably with the rest of your life.

Remember, you are the one who will decide what career you end up with—either by choosing to work at it or by choosing to let things just happen to you at random. One path leads to happiness in your work and in your life. The other leads to frustration and unhappiness, and only you can decide which path you take. ©

A self-assessment will really pay off in the long run in having a satisfying and rewarding career that fits comfortably with the rest of your life.



For more information:

- http://www.learning4liferesources.com/holland_codes.html
- <http://www.utahfutures.org>

Get the Facts to Help You Make Career Decisions

How do you learn about jobs? Talking to people is one way or reading job announcements, but these methods can be subjective, depending on whom you talk to. If you want to learn factual information and explore different types of jobs, check out the Utah Occupational Explorer at: <http://jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do>

The most difficult decision is deciding how you want to search for information. You may want to type in the job title (option 1). This may result in a list of many jobs that are related in some way to the title. You may decide to search through the alphabetical list of standard job titles (option 2) or you may search by selected occupational groups (option 3).

Once you have the job title you are interested in you can find the facts in the Full Report. We will use carpenter for this example:

Occupational Description: This information gives you an idea of what job duties a carpenter performs. Sometimes it is difficult to tell what you would actually be doing in a particular job by just reading its title. It is pretty easy to understand what a cashier does each day because we see them working. It might be less clear what an accountant does because we don't often get to see them at work.

Statewide Employment Outlook: DWS rates occupations on a five-star system. Carpenter is rated as a four-star occupation in Utah which means there should be a good number of job openings and decent pay. The star rating scale is designed to help you understand which jobs in Utah will have the most openings and best pay by training level. If an occupation has only one star, it doesn't necessarily mean it will not be a good job for you. It just means there might be fewer openings, more competition, and/or lower pay in Utah. We also estimate how many carpenter jobs there were in Utah in 2006 (22,051) and project how many

there will be in 2016 (29,393). We say there will be an average number of openings each year from 2006 – 2016 (1,030). Don't use these numbers literally because they are estimates and projections to give us information about trends. For example, there could be 3,000 openings in 2007 and only 200 openings in 2008, but average out to 1,030 per year.

Occupational Wages: The data shows the hourly median pay in Salt Lake City is about \$16.50 per hour compared with about \$18 nationally. You can click on the column headings for definitions of "median" and "inexperienced." This table also shows training requirements. These are the average or general training requirements that employers across the U.S. demand. Some individual employers may have different requirements for their jobs.

Related Occupations: This can be useful for people who are trying to make a career decision, but aren't familiar with all of the types of jobs available. For example, if you think you are interested in being a carpenter, you can see that a related occupation is bricklayer. Simply click on "bricklayer" to get a full report on this occupation to see if it is something you might be more interested in.

Occupational Skills Information:

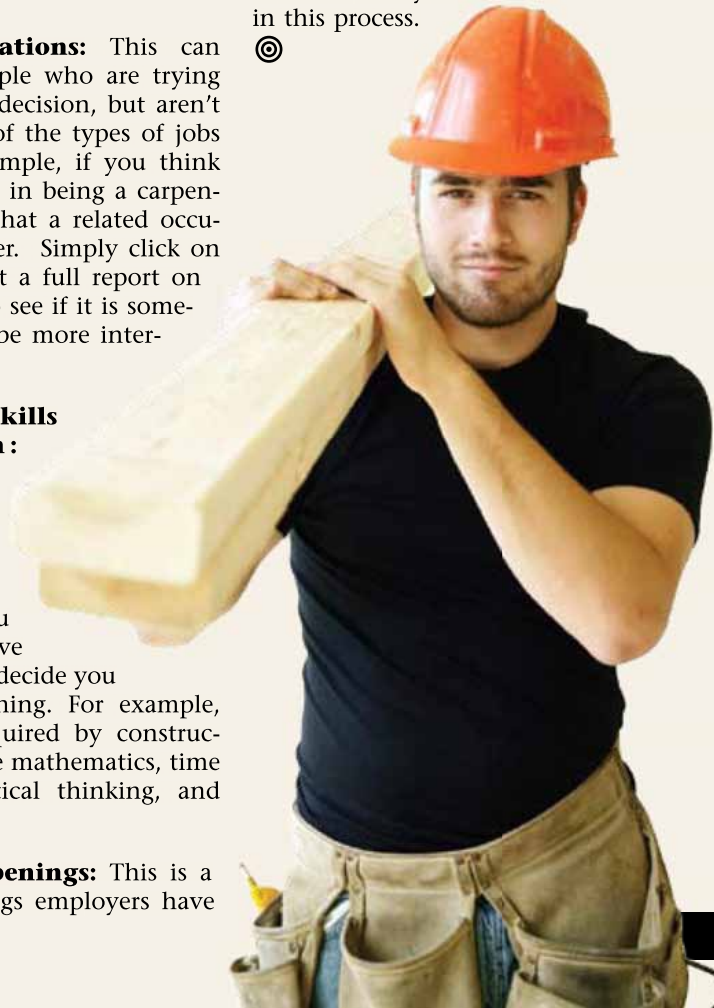
This can be a very helpful tool to help you understand what skills you will need to do the job. You may already have them or you may decide you need further training. For example, the top skills required by construction carpenters are mathematics, time management, critical thinking, and active listening.

Current Job Openings: This is a list of job openings employers have

placed with DWS. The employers post their own jobs so the range of job requirements and pay may vary a bit. This list can give you an idea of what employers in Utah currently need. For example, there are many carpenter jobs listed today with pay ranging from \$8 to \$23 per hour. You can access some information about the job and register with DWS to apply for the job directly from this page.

Education and Training Providers: You can find information about public training programs available in Utah. For example, training and education for carpenters include the Utah College of Applied Technology and Salt Lake Community College.

Facts and information can be very helpful to your career search, but remember, they should only be used as tools to assist you in this process.



What is a “Five-Star” Job?

Demand-Side Economics

The Utah Department of Workforce Services (DWS) has developed a great way to rank jobs based on employment outlook and wages.

In this new rating system, five-star jobs are those with the strongest employment outlook and high wages. The employment outlook rating is based 90 percent on the number of annual openings projected for that occupation and 10 percent on the rate of new employment growth in that job. Wage rankings use the median annual wage from the Utah wage survey conducted by DWS. Occupations with fewer than 100 jobs are not ranked.

The system groups jobs by training level. In other words, a high-paying job with just short- or moderate-term on-the-job training will not match the wages of a high-paying job requiring a college education!

Supply-Side Economics

Just because an occupation has a “five-star” rating, doesn’t mean jobs will be easy to find! The rankings cover only the “demand” for employees. As all good economists know, the other side of the economic equation is the supply of workers for that occupation.

An occupation may create hundreds of new openings every year. But, if thousands of workers are qualified for those positions, lots of workers won’t find work in that field.

Look at the supply of labor for a particular occupation—not just the demand.

To accomplish this task, you’ll need to do some homework. Check with people already employed in the occupation and employers who hire that occupation to determine whether there is an over- or under-supply of workers. You can also check out our job vacancy survey. ©



For more information:

- <http://jobs.utah.gov/wi/> *Utah Labor Market / Economic Information*
- <http://www.bls.gov/> *Bureau of Labor Statistics*
- <http://www.bls.gov/oco/home.htm> *Occupational Outlook Handbook*
- <https://jobs.utah.gov/jsp/utahjobs/seeker/search/search.do> *Electronic Job Board (all jobs listed with the Utah Department of Workforce Services.)*
- <http://jobs.utah.gov/firmfind/> *Searchable List of Utah Companies*
- <http://jobs.utah.gov/opencms/wi/pubs/jvs2008.pdf> *Job Vacancy Survey*



Bachelor's Degree or Higher

Computer Software Engineers,
Systems Software
Financial Managers
Sales Managers
Computer and Information Systems
Managers
Lawyers
Pharmacists
Health Specialties Teachers,
Postsecondary
Dentists, General
Chief Executives
Marketing Managers
Physician Assistants
Computer and Information
Scientists, Research
Engineering Teachers,
Postsecondary
Engineering Managers
Family and General Practitioners

More than High School, Less than a Bachelor's Degree

Cardiovascular Technologists and
Technicians
Dental Hygienists
Environmental Science and
Protection Technicians
Industrial Engineering Technicians
Medical Equipment Repairers
Occupational Therapist Assistants
Paralegals and Legal Assistants
Registered Nurses
Respiratory Therapists

Experience in a Related Occupation or Long Term On-the-Job Training

Claims Adjusters, Examiners, and
Investigators
Electrical Power-Line Installers and
Repairers
Electricians
First-Line Supervisors/Managers of
Production and Operating
Food Service Managers
Industrial Machinery Mechanics
Industrial Production Managers
Plumbers, Pipefitters, and
Steamfitters
Purchasing Agents
Sales Representatives, Nontechnical
Sales Representatives, Technical
Sheet Metal Workers
Supervisors/Managers of
Construction Trades and
Extraction Workers
Supervisors/Managers of
Mechanics, Installers, and
Repairers
Supervisors/Managers of Non-Retail
Sales Workers

Moderate and Short Term On-the-Job Training

Advertising Sales Agents
Aircraft Structure, Surfaces, Rigging,
and Systems Assembler
Bookkeeping, Accounting, and
Auditing Clerks
Correctional Officers and Jailers
Drywall and Ceiling Tile Installers
Maintenance and Repair Workers
Operating Engineers
Painters, Construction and
Maintenance
Pharmacy Technicians
Postal Service Mail Carriers
Roofers
Truck Drivers, Heavy and Tractor-
Trailer

Employers say they're looking for applicants who:

- have at least the minimum qualifications for the job
- show up for work on time, every day, and work hard
- are comfortable and proficient with today's technology
- work cooperatively as a team member
- demonstrate an understanding of appropriate workplace appearance and hygiene
- can be trusted and demonstrate integrity and honesty
- write effectively, using clear and concise language
- use appropriate language skills for the workplace and communicate well
- have good customer service skills and behavior when dealing with clients
- work well with a variety of people and embrace diversity
- listen well and respond appropriately to verbal and non-verbal messages

Find your Personality Type

It just makes sense that people are more satisfied in jobs with opportunities to do work that is interesting to them. Your interests often parallel your personality type. Finding out your interest areas and personality type will allow you to

explore careers in areas that will “fit” you, like finding the right size shoe for a long walk. Following are six groupings which describe different interest areas and personality types. No type is better than another. The important thing is to recognize

yourself and focus on occupations that fit into that grouping. Read the descriptions and ask yourself which best describes you. Then use the career charts on the following pages to zero in on occupations that would suit your interests and personality type. ☺

Conventional

- Prefer well-ordered environments
- Like systematic, verbal and numerical activities
- Avoid ambiguous situations and problems
- Conscientious, efficient, practical
- Identify with power
- Value material possessions and status
- Orderly, persistent, calm
- Adverse to free, unsystematic, exploratory behavior in new areas
- Do not seek outside leadership
- Stable, controlled, dependable
- Most effective at well-defined tasks
- Save money, buy conservatively



Which category best describes you?

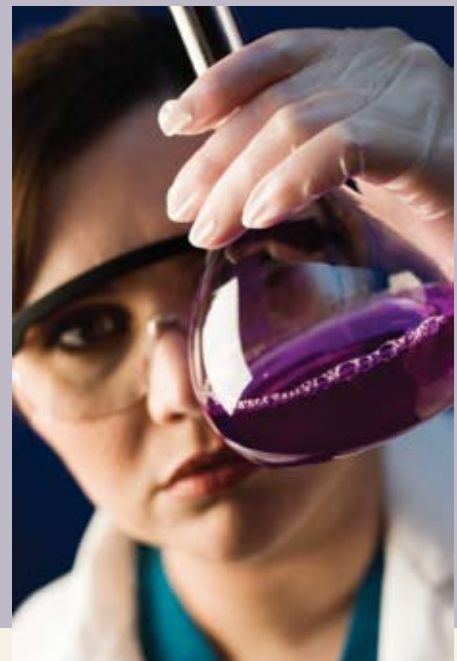
Enterprising



- Good verbal skills, persuasive
- Strong leaders
- Avoid work involving long periods of intellectual effort
- Strong drive to attain organizational goals
- Concerned with power, status, and leadership
- Aggressive, popular, sociable, self-confident
- High energy level
- Adventuresome, ambitious
- Enjoy making things happen
- Value money and material possessions
- Dislike science and systematic thinking
- Buy luxury cars, nice clothes, country club memberships

Investigative

- Scientific orientation
- Task-oriented, all wrapped up in their work
- Introspective and not too social
- Think through rather than act out a problem
- Strong need to understand the world
- Enjoy ambiguous tasks
- Prefer to work independently
- Have unconventional attitudes
- See themselves as lacking in leadership skills
- Confident of their intellectual abilities
- Analytical, curious, reserved, independent
- Great dislike for repetitive activities
- Buy electronic equipment, maps, non-fiction books



Realistic



- Robust, rugged, practical, physically strong
- Uncomfortable in social settings
- Good motor coordination
- Weak verbal and interpersonal skills
- See themselves as mechanically and athletically inclined
- Stable, natural, persistent
- Prefer concrete to abstract problems
- Have conventional political and economic goals
- Rarely perform creatively in the arts or science
- Like to build things with tools
- Like to work outdoors
- Cool to radical new ideas
- Like to work with big, powerful machines
- Buy boats, campers, snowmobiles, motorcycles

Social

- Sociable, responsible, humanistic, religious
- Like to work in groups
- Have verbal and interpersonal skills
- Avoid both intellectual problem-solving and physical exertion
- Enjoy healing, developing, training, or enlightening others
- Understanding, helpful, idealistic
- Dislike working with machines or in highly structured situations
- Like to discuss philosophic questions
- Concerned with the welfare of others
- Cooperative, friendly, generous
- Attend workshops, other group experiences



Explore careers in areas that "fit" you.

Artistic

- Like art, music, drama, other creative interests
- Prefer free, unstructured situations
- Impulsive, non-conforming, independent
- Adverse to rules
- Deal with problems through self-expression in art
- Value beauty and aesthetic qualities
- Expressive, original, intuitive
- Like to work in free environments
- Like small, intimate groups
- Willing to take risks to try something new
- Dress in freer styles than other people
- Have need for individualistic expression
- Not assertive about own capabilities
- Sensitive and emotional
- Spend money on art objects—books, paintings, DVDs, CDs.



NOTE: If you identified yourself as the Artistic type, please be aware that occupations in this area are not as plentiful as in the other areas, and you may need to go to your secondary type to find the kind of career that meets your needs.

The descriptions used on these pages were adapted from the "Overview of Holland's Vocational Personality Theory," O*Net Interest Profiler User's Guide, p.17, and from "What is My Personality Type," Delaware Career Compass 2005-2006, p. 10.

Conventional



Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
Five Star Conventional Jobs ★★★★★						
★★★★★	Bill and Account Collectors Locates and notifies customers of delinquent accounts to solicit payment.	\$9.60	\$12.30	Short-Term OJT		43-3011
★★★★★	Bookkeeping, Accounting, and Auditing Clerks Computes and records financial data according to accounting and bookkeeping procedures.	\$9.60	\$13.00	Moderate OJT		43-3031
★★★★★	Court, Municipal, and License Clerks Performs clerical duties in a court of law or issues licenses or permits to qualified applicants.	\$9.60	\$12.20	Short-Term OJT		43-4031
★★★★★	Inspectors, Testers, Sorters, Samplers, and Weighers Inspects, tests, grades, sorts, samples, or weighs raw materials or manufactured items.	\$9.20	\$13.90	Moderate OJT		51-9061
★★★★★	Pharmacy Technicians Fills orders for pharmaceuticals under the supervision and direction of a pharmacist.	\$11.20	\$13.40	Moderate OJT	Yes	29-2052
★★★★★	Postal Service Mail Carriers Sorts mail for delivery, and delivers mail along an established route by vehicle or on foot.	\$17.10	\$22.10	Short-Term OJT		43-5052
★★★★★	Production, Planning, and Expediting Clerks Coordinates the flow of work and materials according to production schedule; primarily clerical.	\$10.50	\$13.10	Short-Term OJT		43-5061

The median wage for Insurance Claims and Policy Processing Clerks is \$12.80 per hour. Clerks obtain information for settling insurance claims or opening and changing insurance policies.



		Statewide Hourly Wage				
Rating	Occupational Title and Description	Inexperienced	Median	Training	License	SOC Code
Four Star Conventional Jobs ★★★★★						
★★★★	Accountants and Auditors Analyze financial information and prepare reports describing an organization's financial activities.	\$16.50	\$22.80	Bachelor's Degree	Yes	13-2011
★★★★	Billing and Posting Clerks and Machine Operators Operates machines that calculate and record billing, accounting, sales, and inventory data.	\$9.60	\$12.00	Moderate OJT		43-3021
★★★★	Customer Service Representatives Talks with customers by phone or in person, and receives orders to start, stop, or change service.	\$8.70	\$11.60	Moderate OJT		43-4051
★★★★	Dispatchers, Except Police, Fire, and Ambulance Schedules and dispatches workers, work crews, or service vehicles to appropriate locations.	\$10.30	\$15.20	Moderate OJT		43-5032
★★★★	Executive Secretaries and Administrative Assistants Assists executives by coordinating and directing basic office services.	\$12.50	\$16.10	Moderate OJT		43-6011
★★★★	Human Resources Assistants Compile and keep personnel records.	\$9.20	\$13.40	Short-Term OJT		43-4161
★★★★	Insurance Claims and Policy Processing Clerks Obtains information for settling insurance claims or opening/changing insurance policies.	\$9.20	\$12.80	Moderate OJT		43-9041
★★★★	Legal Secretaries Prepares legal documents and correspondences.	\$12.60	\$16.40	Applied Technology		43-6012
★★★★	Payroll and Timekeeping Clerks Keeps daily, weekly, or monthly records showing payroll activities and transactions.	\$10.40	\$14.20	Moderate OJT		43-3051
★★★★	Medical Secretaries Performs secretarial duties in a health care setting. Uses specific medical terminology.	\$9.20	\$11.60	Applied Technology		43-6013
★★★★	Reservation and Transportation Ticket Agents and Travel Clerks Makes reservations or sells tickets to transportation passengers. May check baggage.	\$8.80	\$11.90	Short-Term OJT		43-4181
★★★★	Secretaries, Except Legal, Medical, and Executive Conducts clerical work and minor administrative or business functions for managers/officials.	\$8.80	\$11.80	Moderate OJT		43-6014
★★★★	Shipping, Receiving, and Traffic Clerks Verifies and keeps records of incoming and outgoing shipments. Prepares items for shipment.	\$8.70	\$11.00	Short-Term OJT		43-5071

After short-term on-the-job training, the median wage for bank tellers is \$9.60 per hour.



Conventional



Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
Three Star Conventional Jobs ★ ★ ★						
***	Audio and Video Equipment Technicians Set up or set up and operate audio and video equipment for concerts, sports events, meetings, etc.	\$9.00	\$14.70	Long-Term OJT		27-4011
***	Budget Analysts Analyzes data to determine resources needed to meet obligations. Makes budget recommendations.	\$19.20	\$26.00	Bachelor's Degree		13-2031
***	Data Entry Keyers Operates keyboards or other data entry devices to input data into a computer or other media.	\$8.80	\$11.60	Moderate OJT		43-9021
***	Loan Interviewers and Clerks Review loan papers, prepare loan documents complete transactions upon loan approval.	\$8.30	\$10.20	Short-Term OJT		43-4131
***	Medical Records and Health Information Technicians Compiles and maintains medical records of patients in healthcare facilities.	\$9.30	\$11.80	Associate Degree	Yes	29-2071
***	General Office Clerks Performs clerical duties to provide clerical support to office staff.	\$7.30	\$10.10	Short-Term OJT		43-9061
***	Order Clerks Receives and processes incoming orders for materials, merchandise, or services.	\$7.80	\$10.10	Short-Term OJT		43-4151
***	Receptionists and Information Clerks Greets visitors to an establishment, provides information, other assigned clerical duties.	\$7.50	\$10.00	Short-Term OJT		43-4171
***	Stock Clerks and Order Fillers Receives, stores, and issues materials from stockroom or warehouse. Fills customer orders.	\$7.40	\$10.00	Short-Term OJT		43-5081
***	Tellers Receives and pays out money in a financial institution. Keeps records of financial transactions.	\$8.40	\$9.70	Short-Term OJT		43-3071
Two Star Conventional Jobs ★ ★						
**	Cashiers Receives payments and issues receipts for sales and other financial transactions.	\$6.10	\$7.70	Short-Term OJT		41-2011
**	Counter and Rental Clerks Greets customers and receives orders for services. May accept payment.	\$6.30	\$8.40	Short-Term OJT		41-2021
**	Hotel, Motel, and Resort Desk Clerks Register hotel patrons, assign rooms, issue keys, confirm reservations and receive payments.	\$6.70	\$8.30	Short-Term OJT		43-4081
**	Library Assistants, Clerical Issues and receives library materials, shelves materials; and assists patrons in locating materials.	\$7.00	\$8.70	Short-Term		43-4121
**	Word Processors and Typists Uses computer to prepare letters, reports, forms, or other material from draft or voice recording	\$9.40	\$11.60	Moderate OJT		43-9022

		Statewide Hourly Wage				
Rating	Occupational Title and Description	Inexperienced	Median	Training	License	SOC Code
One Star Conventional Jobs ★ ★						
★	File Clerks Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order.	\$8.10	\$11.10	Short-Term OJT		43-4071
★	Law Clerks Researches and analyzes law sources to prepare legal documents for use by attorney.	\$11.00	\$16.30	Bachelor's Degree		23-2092
★	Library Technicians Assists librarian in the acquisition, processing, cataloging, and display of books and materials.	\$7.50	\$9.20	Applied Technology		25-4031
★	Mail Clerks and Mail Machine Operators, Except Postal Service Prepares incoming and outgoing mail or packages for distribution and mailing.	\$8.60	\$10.50	Moderate OJT		43-9051
★	New Accounts Clerks Interviews persons who wish to open bank accounts.	\$11.60	\$13.50	Related Experience		43-4141

The median wage for order clerks is \$10.10. They receive and process incoming orders for materials, merchandise, or services.



Enterprising



		Statewide Hourly Wage				
Rating	Occupational Title and Description	Inexperienced	Median	Training	License	SOC Code
Five Star Enterprising Jobs ★ ★ ★ ★ ★						
★★★★★	Administrative Services Managers Plans and directs office support services of an organization.	\$16.30	\$26.30	Experience + Bachelor's		11-3011
★★★★★	Advertising Sales Agents Sells or solicits advertising, such as advertising space in publications, or air time on TV and radio.	\$10.80	\$18.80	Moderate OJT		41-3011
★★★★★	Chief Executives Provides overall direction for organizations. Determines and formulates policies and strategies.	NA	\$68.48 (National)	Experience + Bachelor's		11-1011
★★★★★	Claims Adjusters, Examiners, and Investigators Investigates and determines the extent of an insurance company's liability.	\$13.30	\$17.30	Long-Term OJT		13-1031
★★★★★	Computer and Information Systems Managers Manages, plans, directs, and coordinates information system and computer programming activities.	\$26.60	\$39.70	Experience + Bachelor's		11-3021
★★★★★	Construction Managers Plans and directs activities concerned with construction and maintenance of buildings, facilities, etc.	\$25.00	\$33.70	Bachelor's Degree		11-9021
★★★★★	Construction and Mining Supervisors/Managers Directly supervises and coordinates activities of construction trades workers and their helpers.	\$17.30	\$21.60	Related Experience		47-1011
★★★★★	Electricians Installs, maintains, and repairs electrical wiring, equipment, and fixtures. Follows electrical codes.	\$12.60	\$19.00	Long-Term OJT	Yes	47-2111
★★★★★	Financial Managers Directs and implements financial policies and practices including preparing budgets.	\$23.50	\$33.70	Experience + Bachelor's		11-3031
★★★★★	Food Service Managers Plans and directs activities of an establishment or department that serves food and beverages.	\$14.40	\$19.90	Related Experience		11-9051
★★★★★	General and Operations Managers Provides overall direction for establishments. Formulates policies. Plans and directs operations.	\$20.40	\$34.20	Experience + Bachelor's		11-1021
★★★★★	Industrial Engineers Performs engineering duties to plan and implement production in industrial firms.	\$23.60	\$31.00	Bachelor's Degree	Yes	17-2112
★★★★★	Industrial Production Managers Plans, organizes, and directs the work activities and resources necessary for manufacturing products.	\$23.90	\$35.80	Bachelor's Degree		11-3051
★★★★★	Management Analysts Analyzes and suggests improvements to organizations to help management operate efficiently.	\$21.20	\$32.90	Experience + Bachelor's		13-1111
★★★★★	Marketing Managers Plans and coordinates activities to determine the demand for products and services offered by a firm.	\$22.60	\$35.90	Experience + Bachelor's		11-2021


Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
*****	Medical and Health Services Managers Plans and coordinates medicine and health services in healthcare organizations.	\$23.90	\$33.40	Experience + Bachelor's		11-9111
*****	Paralegals and Legal Assistants Assists lawyers by researching legal precedents, investigating facts and preparing legal documents.	\$14.30	\$18.60	Associate Degree		23-2011
*****	Purchasing Agents, Except Wholesale, Retail, and Farm Directs activities involved with purchasing goods and services for an organization.	\$16.20	\$22.60	Related Experience		13-1023
*****	Sales Managers Plans, directs, and coordinates sales activities such as quotas and goals for sales representatives.	\$21.10	\$35.10	Experience + Bachelor's		11-2022
*****	Sales Representatives, Except Technical and Scientific Products Sells goods or services for wholesalers or manufacturers to businesses or groups of individuals.	\$13.80	\$21.80	Moderate OJT		41-4012
*****	Sales Representatives, Technical and Scientific Products Sells products that require a technical knowledge of the product and its use.	\$17.20	\$28.40	Moderate OJT		41-4011
*****	Supervisors/Managers of Mechanics, Installers, and Repairers Directly supervises activities of mechanics, repairers, and installers and their helpers.	\$16.50	\$24.10	Related Experience		49-1011
*****	Supervisors/Managers of Production and Operating Workers Directly supervises and coordinates activities of production workers.	\$13.80	\$20.70	Related Experience		51-1011

Electricians install, maintain, and repair electrical wiring, equipment, and fixtures while following electrical codes. The median wage is \$19.00; long-term on the job training is required.



Enterprising

		Statewide Hourly Wage				
Rating	Occupational Title and Description	Inexperienced	Median	Training	License	SOC Code
Four Star Enterprising Jobs ★ ★ ★ ★						
★★★★	Lawyers Conducts criminal and civil lawsuits, prepares legal documents, advises clients on legal practices.	\$26.60	\$45.00	Professional Degree	Yes	23-1011
★★★★	Parts Salespersons Sells parts and equipment from behind the counter. Determines type of part needed.	\$8.80	\$11.90	Moderate OJT		41-2022
★★★★	Property and Real Estate Managers Manages and oversees operations, maintenance, and administrative functions for various properties.	\$13.10	\$23.80	Bachelor's Degree	Yes	11-9141
★★★★	Supervisors/Managers of Office and Administrative Support Workers Plans, directs, and coordinates office support services of an organization.	\$13.00	\$18.30	Related Experience		43-1011
★★★★	Supervisors/Managers of Transportation/Material-Moving Machine/Vehicle Operators Supervises the activities of transportation and material-moving machine and vehicle operators.	\$15.00	\$22.40	Related Experience		53-1031
★★★★	Transportation, Storage, and Distribution Managers Plans, directs, and coordinates the transportation operations of an organization's schedules.	\$20.10	\$27.90	Related Experience		11-3071
Three Star Enterprising Jobs ★ ★ ★						
★★★	Chefs and Head Cooks Directs and participates in the preparation and cooking of soups, meats, vegetables, desserts, etc.	\$14.88	\$19.71	Related Experience		35-1011
★★★	Demonstrators and Product Promoters Demonstrates merchandise and answers questions to create interest in buying products.	\$7.70	\$9.00	Moderate OJT		41-9011
★★★	Driver/Sales Workers Drives trucks or other vehicles over established routes to deliver and sell goods.	\$6.00	\$9.50	Long-Term OJT		53-3031
★★★	Flight Attendants Provides information and personal services to airline passengers during flight.	NA	NA	Long-Term OJT		39-6031
★★★	Loan Officers Evaluates and recommends approval of commercial, real estate, or credit loans.	\$14.70	\$19.80	Bachelor's Degree		13-2072
★★★	Public Relations Specialists Promotes a positive image for individuals or groups by writing, selecting and releasing favorable material.	\$13.70	\$19.60	Bachelor's Degree		27-3031
★★★	Purchasing Managers Plans and directs the activities of workers involved in purchasing materials, products, or services.	\$22.70	\$35.10	Experience + Bachelor's		11-3061
★★★	Securities, Commodities, and Financial Services Sales Agents Buys and sells securities in investment and trading firms. Develops financial plans.	\$15.80	\$28.90	Bachelor's Degree	Yes	41-3031
★★★	Supervisors/Managers of Housekeeping and Janitorial Workers Supervises the work activities of cleaning personnel.	\$10.10	\$14.50	Related Experience		37-1011



Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
***	Supervisors/Managers of Retail Sales Workers Directly supervises and coordinates the activities of sales, marketing, and related workers.	\$10.80	\$15.20	Related Experience		41-1011
***	Telemarketers Promotes and solicits orders for goods or services over the telephone.	\$5.90	\$8.40	Short-Term OJT		41-9041
***	Wholesale and Retail Buyers, Except Farm Products Selects and buys merchandise or commodities (other than farm products) from suppliers for resale.	\$13.70	\$19.10	Related Experience		13-1022

Two Star Enterprising Jobs ★ ★

**	Bartenders Mixes and serves alcoholic and nonalcoholic beverages to patrons, following standard recipes.	\$5.90	\$8.00	Short-Term OJT		35-3011
**	Compensation and Benefits Managers Plans and directs compensation and benefits activities and staff of an organization.	\$21.10	\$30.20	Experience + Bachelor's		11-3041
**	Hairdressers, Hairstylists, and Cosmetologists Provides a wide variety of beauty services to patrons, such as cutting, coloring, and styling hair.	\$7.40	\$10.00	Applied Technology	Yes	39-5012
**	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop Welcomes patrons to an establishment, seats them at tables or in a lounge, and ensures quality service.	\$6.30	\$7.70	Short-Term OJT		35-9031
**	Insurance Sales Agents Sells or advises clients on life, auto, fire, accident, and other types of insurance.	\$11.30	\$15.50	Bachelor's Degree	Yes	41-3021
**	Manicurists and Pedicurists Cleans, shapes, and polishes customers' fingernails and toenails.	\$6.40	\$9.70	Applied Technology	Yes	39-5092
**	Real Estate Appraisers Appraises real property to determine its value for purchase, sales, investment or loan purposes.	\$14.80	\$21.00	Applied Technology	Yes	13-2021
**	Retail Salespersons Sells a wide variety of merchandise. Also greets customers, explains and demonstrates products.	\$6.90	\$9.20	Short-Term OJT		41-2031
**	Supervisors/Managers of Food Preparation and Serving Workers Directs and Coordinates activities of an establishment or department that serves food and beverages.	\$9.00	\$12.50	Related Experience		35-1012
**	Training and Development Specialists Plans, directs, and coordinates the training activities of an organization.	\$12.70	\$18.40	Bachelor's Degree		13-1073
**	Travel Agents Plans trips for travel agency customers.	\$8.80	\$13.70	Applied Technology		41-3041

One Star Enterprising Jobs ★

*	Athletes and Sports Competitors Participates in professional competitive athletic events to entertain sports fans.	NA	NA	Long-Term OJT		27-2021
*	Meeting and Convention Planners Coordinates the activities of staff and convention personnel to make arrangements for group meetings.	\$11.70	\$16.40	Bachelor's Degree		13-1121

Investigative



Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
Five Star Investigative Jobs ★★★★★						
★★★★★	Computer Programmers Develops and writes computer programs.	\$16.60	\$27.00	Bachelor's Degree		15-1021
★★★★★	Computer Software Engineers, Applications Analyzes data processing needs of clients to plan electronic data processing system.	\$20.80	\$32.20	Bachelor's Degree		15-1031
★★★★★	Computer Software Engineers, Systems Software Analyzes data processing needs of clients to plan electronic data processing system.	\$24.00	\$34.80	Bachelor's Degree		15-1032
★★★★★	Computer Systems Analysts Develops procedures and coordinates the installation of computer programs and operating systems.	\$21.80	\$30.60	Bachelor's Degree		15-1051
★★★★★	Dentists Diagnoses and treats problems of the teeth and tissue of the mouth.	\$33.00	\$65.30	Professional Degree	Yes	29-1020
★★★★★	Environmental Scientists and Specialists, Including Health Conducts research to develop methods of eliminating or controlling sources of environmental pollutants.	\$19.50	\$28.40	Masters Degree	Yes	19-2041
★★★★★	Family and General Practitioners Diagnoses illnesses, and prescribes and administers treatment for people suffering from injury or disease.	\$44.40	NA	Professional Degree	Yes	29-1062
★★★★★	Industrial Engineering Technicians Records and analyzes operations involved in production and maintenance to improve efficiency.	\$15.40	\$22.40	Associate Degree	Yes	17-3026
★★★★★	Pharmacists Prepares and dispenses medications, using prescriptions issued by authorized healthcare professionals.	\$37.50	\$43.00	Professional Degree	Yes	29-1051
Four Star Investigative Jobs ★★★★						
★★★★	Chemists Conducts chemical analyses to develop new products or expand chemical knowledge.	\$17.90	\$24.40	Bachelor's Degree		19-2031
★★★★	Clinical, Counseling, and School Psychologists Diagnoses and evaluates mental and emotional disorders of individuals. Administers treatment.	\$16.10	\$25.30	Doctoral Degree	Yes	19-3031
★★★★	Computer Hardware Engineers Analyzes data processing needs of clients to plan electronic data processing system.	NA	\$40.59 (National)	Bachelor's Degree		17-2061
★★★★	Computer Support Specialists Provides technical assistance to computer users and resolves computer software hardware problems.	\$11.50	\$16.80	Associate Degree		15-1041
★★★★	Electrical Engineers Designs, develops, tests, or supervises the manufacturing and installation of electrical equipment.	\$25.60	\$36.80	Bachelor's Degree	Yes	17-2071
★★★★	Electronics Engineers, Except Computer Designs, develops, and tests electronic components and systems.	\$27.50	\$36.00	Bachelor's Degree	Yes	17-2072

Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
****	Financial Analysts Conducts statistical analyses of information affecting investment programs.	\$18.50	\$26.00	Bachelor's Degree		13-2051
****	Market Research Analysts Researches market conditions to determine potential sales of a product or service.	\$14.10	\$21.60	Bachelor's Degree		19-3021
****	Network and Computer Systems Administrators Install, configure, and support an organization's network, and Internet system.	\$16.60	\$25.00	Bachelor's Degree		15-1071
****	Network Systems and Data Communications Analysts Researches, tests, evaluates, and recommends data communications hardware and software.	\$18.30	\$26.20	Bachelor's Degree		15-1081
****	Veterinarians Examines, diagnoses, and treats medical problems in animals.	\$25.00	\$36.30	Professional Degree	Yes	29-1131
Three Star Investigative Jobs ★★ ★						
***	Medical and Clinical Laboratory Technologists Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease.	\$17.10	\$22.60	Bachelor's Degree	Yes	29-2011
Two Star Investigative Jobs ★ ★						
**	Operations Research Analysts Analyzes management and operational problems within an organization.	\$16.80	\$24.70	Masters Degree		15-2031

Dentists diagnose and treat problems of the teeth. The median wage is \$65.30 per hour and requires a professional degree.

Realistic



Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
Five Star Realistic Jobs ★★★★★						
★★★★★	Civil Engineers Performs engineering duties in designing the construction of roads, airports, bridges, dams, etc.	\$22.40	\$30.50	Bachelor's Degree	Yes	17-2051
★★★★★	Correctional Officers and Jailers Guards and monitors inmates in a correctional facility.	\$12.80	\$15.80	Moderate OJT		33-3012
★★★★★	Drywall and Ceiling Tile Installers Applies plaster board, gypsum board, or other wallboard to interior walls and ceilings of buildings.	\$7.00	\$13.80	Moderate OJT	Yes	47-2081
★★★★★	Industrial Machinery Mechanics Diagnoses problems in production machinery and equipment. Repairs and maintains machinery.	\$14.20	\$19.70	Long-Term OJT		49-9041
★★★★★	Industrial Truck and Tractor Operators Operates industrial trucks and tractors equipped with a forklift, elevated platform, or trailer hitch.	\$9.80	\$12.70	Short-Term OJT		53-7051
★★★★★	Maintenance and Repair Workers, General Keeps machines, mechanical equipment, or structures of an establishment in good repair.	\$9.80	\$14.60	Moderate OJT		49-9042
★★★★★	Mechanical Engineers Performs engineering duties to plan and design machines, engines, tools, and other mechanical equipment.	\$25.50	\$34.20	Bachelor's Degree	Yes	17-2141
★★★★★	Operating Engineers and Other Construction Equipment Operators Operates several types of power construction equipment, such as derricks, cranes, shovels, tractors, etc.	\$13.00	\$16.20	Moderate OJT		47-2073
★★★★★	Painters, Construction and Maintenance Paints walls, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns.	\$9.90	\$13.70	Moderate OJT	Yes	47-2141
★★★★★	Plumbers Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems.	\$14.50	\$20.40	Long-Term OJT	Yes	47-2152
★★★★★	Roofers Covers roofs of structures with shingles, slate, aluminum, wood, or related materials.	\$10.50	\$14.00	Moderate OJT	Yes	47-2181
★★★★★	Sheet Metal Workers Fabricates, assembles, installs, and repairs sheet metal products and equipment.	\$12.50	\$19.60	Moderate OJT	Yes	47-2211
★★★★★	Structural Metal Fabricators and Fitters Fabricates and assembles structural metal products such as frameworks or shells for machinery.	\$11.00	\$14.40	Moderate OJT	Yes	51-2041
★★★★★	Truck Drivers, Heavy and Tractor-Trailer Drives trucks that carry materials weighing 3 tons or more to transport and deliver freight.	\$13.00	\$16.60	Moderate OJT	Yes	53-3032



		Statewide Hourly Wage				
Rating	Occupational Title and Description	Inexperienced	Median	Training	License	SOC Code
Four Star Realistic Jobs ★★★★★						
★★★★	Airline Pilots, Copilots, and Flight Engineers Flies airplanes and helicopters to carry out a wide variety of tasks.	NA	NA	Bachelor's Degree	Yes	53-2011
★★★★	Automotive Body and Related Repairers Repairs and customizes automotive bodies and frames.	\$12.70	\$16.40	Long-Term OJT		49-3021
★★★★	Automotive Service Technicians and Mechanics Repairs automobiles, trucks, buses, and other vehicles, according to manufacturers specifications.	\$9.60	\$14.90	Applied Technology		49-3023
★★★★	Brickmasons and Blockmasons Sets bricks, concrete blocks, masonry panels, and other masonry materials.	\$13.60	\$18.50	Long-Term OJT	Yes	47-2021
★★★★	Bus and Truck Mechanics and Diesel Engine Specialists Inspects, repairs, and maintains diesel engines used to power machines.	\$13.40	\$18.10	Applied Technology		49-3031
★★★★	Bus Drivers, Transit and Intercity Drives a bus to transport passengers from place to place within a city or town or from city to city.	\$9.90	\$14.20	Moderate OJT	Yes	53-3021
★★★★	Carpenters Constructs and repairs structures or fixtures made of wood, plywood, and wallboard.	\$9.90	\$14.00	Long-Term OJT	Yes	47-2031
★★★★	Cement Masons and Concrete Finishers Mixes, pours, and finishes concrete within fabricated forms for many types of construction projects.	\$11.00	\$15.30	Moderate OJT	Yes	47-2051
★★★★	Computer-Controlled Machine Tool Operators Operate computer-controlled machines to perform one or more machine functions on metal or plastic.	\$11.30	\$13.80	Moderate OJT		51-4011
★★★★	Electrical and Electronics Repairers, Commercial and Industrial Equipment Installs, maintains, and repairs electronic equipment.	\$17.80	\$23.20	Applied Technology	Yes	49-2094
★★★★	Heating, Air Conditioning, and Refrigeration Mechanics and Installers Installs, services, and repairs heating and air conditioning systems in homes and commercial buildings.	\$11.70	\$17.30	Long-Term OJT	Yes	49-9021
★★★★	Machinists Sets up and operates machine tools to make or repair metal parts for machines and other equipment.	\$11.90	\$17.20	Long-Term OJT		51-4041
★★★★	Maintenance Workers, Machinery Performs maintenance such as cleaning and lubricating to keep equipment in good working order.	\$10.80	\$16.30	Short-Term OJT		49-9043
★★★★	Mechanical Drafters Prepares detailed working diagrams of machinery and mechanical devices.	\$12.20	\$17.00	Applied Technology		17-3013

Realistic

Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
★★★★	Mechanical Engineering Technicians Under the direction of a mechanical engineer, develops and tests machinery and equipment.	\$13.40	\$19.50	Associate Degree	Yes	17-3027
★★★★	Mobile Heavy Equipment Mechanics, Except Engines Repairs and services mobile heavy equipment such as bulldozers, graders, cranes, conveyors, etc.	\$13.20	\$19.40	Applied Technology		49-3042
★★★★	Radiologic Technologists and Technicians Takes X-rays and CAT scans of the human body. May operate computerized tomography scanners.	\$15.40	\$20.40	Associate Degree	Yes	29-2034
★★★★	Roustabouts, Oil and Gas Assembles, erects, and repairs oil field equipment using hand and power tools.	\$11.40	\$12.60	Moderate OJT		47-5071
★★★★	Structural Iron and Steel Workers Fabricates, assembles, and installs steel frames to give support to buildings and other structures.	\$9.90	\$16.40	Long-Term OJT		47-2221
★★★★	Team Assemblers Work as part of a team having responsibility for assembling an entire product or component of a product.	\$8.20	\$10.40	Moderate OJT		51-2092
★★★★	Telecommunications Line Installers and Repairers Installs, repairs, and maintains telephone and television cable and other equipment.	\$11.70	\$16.80	Long-Term OJT		49-9052
★★★★	Water and Liquid Waste Treatment Plant and System Operators Operates and controls treatment equipment to clean, purify, and neutralize water for human consumption.	\$13.50	\$18.50	Long-Term OJT		51-8031
★★★★	Welders, Cutters, Solderers, and Brazers Uses hand welding equipment to weld together, solder or repair metal components and parts.	\$18.30	\$24.10	Long-Term OJT	Yes	51-4121
Three Star Realistic Jobs ★ ★ ★						
★★★	Architectural and Civil Drafters Prepares detailed drawings of architectural designs according to specifications provided by an architect.	\$13.80	\$17.90	Applied Technology		17-3011
★★★	Butchers and Meat Cutters Cuts, trims, and prepares carcasses and consumer-sized portions of meat.	\$8.80	\$13.10	Long Term OJT		51-3021
★★★	Civil Engineering Technicians Under the direction of engineering staff, helps plan and design construction of roads, bridges, etc.	\$14.20	\$17.90	Associate Degree	Yes	17-3022
★★★	Construction Laborers Perform tasks involving physical labor at building and heavy construction projects.	\$8.00	\$10.60	Moderate OJT		47-2061
★★★	Cooks, Institution and Cafeteria Prepares and cooks meals for institutions such as schools, hospitals, or cafeterias.	\$7.00	\$9.50	Moderate OJT		35-2012
★★★	Cooks, Short Order Prepares and cooks to order a variety of foods that require only a short preparation time.	\$7.40	\$8.80	Short-Term OJT		35-2015



Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
***	Couriers and Messengers Receives and delivers messages, documents, packages, and other items.	\$7.70	\$9.90	Short-Term OJT		43-5021
***	Electrical and Electronic Engineering Technicians Lays out, builds, tests, and modifies electronic components, equipment, and systems.	\$15.00	\$23.10	Associate Degree	Yes	17-3023
***	Electronic Home Entertainment Equipment Installers and Repairers Installs and repairs radios and televisions, stereo systems, and other electronic entertainment equipment.	\$12.10	\$15.20	Applied Technology		49-2097
***	Farmworkers and Laborers, Crop, Nursery, and Greenhouse Performs general farm labor duties as directed by farmers or supervisors.	\$6.90	\$8.20	Short-Term OJT		45-2092
***	Fire Fighters Responds to fire alarms to extinguish fires, protect life and property, and conduct rescue efforts.	\$8.00	\$12.40	Long-Term OJT		33-2011
***	Laborers and Freight, Stock, and Material Movers, Hand Loads, unloads, and moves freight materials at a plant, yard, or other work site.	\$7.50	\$9.90	Short-Term OJT		53-7062
***	Medical and Clinical Laboratory Technicians Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease.	\$9.50	\$12.10	Associate Degree	Yes	29-2012
***	Medical Appliance Technicians Construct, fit, maintain, or repair medical supportive devices, such as braces and artificial limbs.	NA	NA	Long-Term OJT		51-9082
***	Packaging and Filling Machine Operators and Tenders Tends and operates machines that packages products.	\$7.90	\$10.60	Short-Term OJT		51-9111
***	Printing Machine Operators Operates and tends manually controlled or automatic printing machines.	\$8.30	\$10.80	Moderate OJT		51-5023
***	Surgical Technologists Performs a variety of tasks in operating room - before, during, and after an operation.	\$11.40	\$14.20	Applied Technology	Yes	29-2055
***	Truck Drivers, Light or Delivery Services Drives a truck, van, or other vehicle with a capacity under 3 tons to transport materials.	\$8.30	\$11.20	Short-Term OJT		53-3033
Two Star Realistic Jobs ★ ★						
**	Aircraft Mechanics and Service Technicians Inspects, tests, repairs, maintains, and services aircraft.	\$17.60	\$21.30	Applied Technology	Yes	49-3011
**	Amusement and Recreation Attendants Performs a variety of attending duties at amusement parks or recreation facilities.	\$5.90	\$7.20	Short-Term OJT		39-3091
**	Bakers Mixes, forms, and bakes ingredients according to recipes.	\$7.20	\$10.60	Long-Term OJT		51-3011
**	Bus Drivers, School Drives a bus to transport students between pick-up points and school.	\$7.60	\$9.70	Short-Term OJT	Yes	53-3022

Realistic



Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
★★	Cabinetmakers and Bench Carpenters Cuts, shapes, and assembles wooden articles, such as cabinets, high grade furniture and store fixtures.	\$8.90	\$11.00	Long-Term OJT		51-7011
★★	Cleaners of Vehicles and Equipment Washes or otherwise cleans vehicles, machinery, and other equipment.	\$6.20	\$8.00	Short-Term OJT		53-7061
★★	Combined Food Preparation and Serving Workers, Including Fast Food Performs a variety of food preparation duties to prepare food items for cooking, serving, or storing.	\$5.90	\$7.10	Short-Term OJT		35-3021
★★	Computer, Automated Teller, and Office Machine Repairers Repairs and services office machines, such as adding, and fax machines.	\$11.10	\$16.80	Applied Technology		49-2011
★★	Cooks, Fast Food Prepares and cooks food in a fast food restaurant with a limited menu.	\$5.90	\$6.90	Short-Term OJT		35-2011
★★	Cooks, Restaurant Prepares, seasons, and cooks soups, meats, vegetables, desserts, and other foodstuffs in restaurants.	\$6.80	\$9.10	Long-Term OJT		35-2014
★★	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop Performs duties in eating establishments to keep dining areas clean and assist other restaurant staff.	\$5.90	\$7.20	Short-Term OJT		35-3022
★★	Electrical and Electronic Equipment Assemblers Assembles and modifies electrical or electronic equipment.	\$7.80	\$10.00	Short-Term OJT		51-2022
★★	Dishwashers Maintains and cleans kitchen work areas, equipment, and utensils.	\$5.90	\$7.10	Short-Term OJT		35-9021
★★	Food Preparation Workers Performs a variety of food preparation duties to prepare food items for cooking, serving, or storing.	\$5.90	\$7.30	Short-Term OJT		35-2021
★★	Home Health Aides Attends to the personal health needs of elderly, convalescent, or handicapped persons in their homes.	\$7.10	\$8.70	Short-Term OJT	Yes	31-1011
★★	Janitors and Cleaners Keeps buildings in a clean and orderly condition.	\$6.80	\$8.50	Short-Term OJT		37-2011
★★	Landscaping and Groundskeeping Workers Landscapes and maintains gardens, lawns, and grounds.	\$7.00	\$9.30	Short-Term OJT		37-3011
★★	Laundry and Dry-Cleaning Workers Operates and tends washing or dry-cleaning machines to clean articles of fabric or leather.	\$6.90	\$8.30	Moderate OJT		51-6011
★★	Locomotive Engineers Drives locomotives to transport passengers and freight.	\$22.70	\$32.60	Related Experience		53-4011
★★	Maids and Housekeeping Cleaners Performs tasks to keep households or establishments such as hotels and hospitals clean and orderly.	\$6.30	\$7.80	Short-Term OJT		37-2012
★★	Packers and Packagers, Hand Packs or packages a wide variety of products and materials by hand.	\$5.90	\$7.10	Short-Term OJT		53-7064

Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
**	Plasterers and Stucco Masons Applies coats of plaster onto interior or exterior walls, ceilings, or partitions of buildings.	\$9.40	\$12.10	Long-Term OJT	Yes	47-2161
**	Telecommunications Equipment Installers and Repairers Installs and repairs telephone station and communication equipment.	\$19.40	\$23.20	Long-Term OJT		49-2022
One Star Realistic Jobs ★						
*	Forest and Conservation Technicians Compile data pertaining to size, content, condition, and other characteristics of forest tracts.	\$9.60	\$11.90	Associate Degree		19-4093
*	Prepress Technicians and Workers Set up and prepare material for printing presses.	\$9.60	\$13.60	Long-Term OJT		51-5022
*	Sewing Machine Operators Operates and tends sewing machines to join or decorate garments or garment parts.	\$6.70	\$8.50	Moderate OJT		51-6031

Architectural and Civil Drafters prepare detailed drawings of architectural designs according to specifications provided by an architect. The median wage is \$17.60 per hour with training from an Applied Technology Center.



Social



Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
Five Star Social Jobs ★ ★ ★ ★ ★						
★★★★★	Dental Hygienists Performs non-surgical dental treatments such as cleaning plaque from teeth and beneath the gums.	\$18.40	\$30.00	Associate Degree	Yes	29-2021
★★★★★	Physical Therapists Applies techniques and treatments that help relieve pain, increase strength for patients.	\$22.80	\$28.80	Masters Degree	Yes	29-1123
★★★★★	Registered Nurses Administers nursing care to ill or injured persons.	\$19.60	\$24.80	Associate Degree	Yes	29-1111
Four Star Social Jobs ★ ★ ★ ★						
★★★★	Dental Assistants Assists dentists by performing support duties for the treatment of patients during dental procedures.	\$9.40	\$12.20	Moderate OJT	Yes	31-9091
★★★★	Licensed Practical Nurses and Licensed Vocational Nurses Cares for ill, injured, convalescent, and handicapped persons.	\$12.60	\$16.10	Applied Technology	Yes	29-2061
★★★★	Medical Assistants Performs duties under the direction of a physician, in the examination and treatment of patients.	\$9.30	\$10.70	Moderate OJT	Yes	31-9092
★★★★	Police and Sheriff's Patrol Officers Patrols assigned areas to enforce laws, regulate traffic, control crowds, and prevent crime.	\$14.40	\$18.50	Long-Term OJT		33-3051
★★★★	Police, Fire, and Ambulance Dispatchers Receives calls from the public and broadcasts orders to police patrol units in vicinity to investigate.	\$11.20	\$13.30	Moderate OJT		43-5031
★★★★	Principals (Education Administrators, Elementary and Secondary schools) Administers educational programs, school policies, and academic codes of ethics to provide in schools.	\$55,630 (Contract)	\$68,540	Experience + Bachelor's Degree	Yes	11-9032
★★★★	Speech-Language Pathologists Examines and provides remedial services for persons with speech and hearing disorders.	\$17.70	\$25.30	Masters Degree	Yes	29-1127
Three Star Social Jobs ★ ★ ★						
★★★	Educational, Vocational, and School Counselors Counsels individuals, and provides educational or vocational guidance and assessment services.	\$13.50	\$19.50	Masters Degree	Yes	21-1012
★★★	Elementary School Teachers Teaches basic academic, social, and other formative skills to pupils in public or private elementary schools.	\$28,280 (Contract)	\$39,820	Bachelor's Degree	Yes	25-2021
★★★	Emergency Medical Technicians and Paramedics Administers first aid treatment and transports sick or injured persons to medical facility.	\$7.30	\$11.40	Applied Technology	Yes	29-2041
★★★	Kindergarten Teachers Teaches music, art, and elementary academics to children from 4 to 6 years old.	\$18,800 (Contract)	\$34,610	Bachelor's Degree	Yes	25-2012



Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
***	Medical and Public Health Social Workers Assesses and counsels individuals and families with problems relating to finances, employment, etc.	\$13.70	\$20.10	Bachelor's Degree	Yes	21-1022
***	Middle School Teachers Teach students in schools in one or more subjects at the middle, intermediate, or junior high level.	\$28,820 (Contract)	\$40,840	Bachelor's Degree	Yes	25-2022
***	Personal Financial Advisors Provides financial counseling to individuals about debt management and other financial matters.	\$14.80	\$23.40	Bachelor's Degree		13-2052
***	Secondary School Teachers Teaches students in secondary schools in one or more subjects.	\$28,520 (Contract)	\$41,300	Bachelor's Degree	Yes	25-2031
***	Security Guards Protects property in an establishment by detecting theft, shoplifting, and other unlawful practices.	\$8.20	\$10.30	Short-Term OJT		33-9032
***	Social and Human Service Assistants Assists Social Workers and Caseworkers to organize programs that aid families.	\$7.60	\$9.60	Moderate OJT		21-1093
***	Special Education Teachers, Preschool, Kindergarten, & Elementary School Teaches elementary school subjects to physically, visually, and hearing impaired students.	\$26,400 (Contract)	\$39,340	Bachelor's Degree	Yes	25-2041
***	Special Education Teachers, Secondary School Teaches secondary school subjects to physically, visually, and hearing impaired students.	\$27,570 (Contract)	\$39,680	Bachelor's Degree	Yes	25-2043
***	Teacher Assistants Prepares classroom materials and supervises students under the guidance of a teacher.	\$13,760 (Contract)	\$19,290	Short-Term OJT		25-9041
***	Vocational Education Teachers, Postsecondary Teaches vocational and/or occupational subjects at the postsecondary level.	25,980 (Contract)	40,240	Experience + Bachelor's	Yes	25-1194
***	Vocational Education Teachers, Secondary School Teach vocational or occupational subjects at the secondary school level.	\$28,370 (Contract)	\$40,990	Experience + Bachelor's	Yes	25-2032
Two Star Social Jobs ★ ★						
**	Child Care Workers Monitors and cares for children in schools, businesses, or institutions.	\$6.20	\$7.60	Short-Term OJT	Yes	39-9011
**	Child, Family, and School Social Workers Provide social services to improve the social and psychological functioning of children and families.	\$11.10	\$15.40	Bachelor's Degree	Yes	21-1021
**	Employment, Recruitment, and Placement Specialists Develops relationships with employers to provide employment opportunities for job applicants.	\$13.00	\$18.30	Bachelor's Degree		13-1071
**	Fitness Trainers and Aerobics Instructors Evaluates, advises, and trains athletes to maintain their physical fitness.	\$10.10	\$18.60	Applied Technology		39-9031
**	Massage Therapists Massage customers for hygienic or remedial purposes.	\$5.90	\$8.10	Applied Technology	Yes	31-9011

Social

Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
**	Mental Health and Substance Abuse Social Workers Counsels individuals with problems during recovery from mental illness or alcohol/drug abuse.	\$10.30	\$16.60	Masters Degree	Yes	21-1023
**	Nursing Aides, Orderlies, and Attendants Works under the direction of medical staff to care for patients in health care facilities.	\$7.80	\$9.50	Short-Term OJT	Yes	31-1012
**	Personal and Home Care Aides Performs housekeeping, personal care, and emotional support for clients in their places of residence.	\$7.50	\$8.60	Short-Term OJT	Yes	39-9021
**	Physical Therapist Aides Prepares patients for and administers physical therapy treatments under direction of a physical therapist.	\$7.60	\$9.40	Short-Term OJT	Yes	31-2022
**	Preschool Teachers Instructs children up to 5 years of age in a preschool, day care, or other child development center.	\$6.90	\$9.20	Applied Technology	Yes	25-2011
**	Probation Officers and Correctional Treatment Specialists Performs casework duties to monitor and assist in the rehabilitation of law offenders.	\$13.90	\$16.30	Bachelor's Degree	Yes	21-1092
**	Recreation Workers Conducts recreation activities with groups in recreational facility or in public, private, or volunteer agency.	\$6.60	\$8.90	Bachelor's Degree		39-9032
**	Title Examiners, Abstractors, and Searchers Search real estate records, examine titles, or summarize pertinent legal or insurance details.	\$11.90	\$18.60	Moderate OJT		23-2093
**	Ushers, Lobby Attendants, and Ticket Takers Assists patrons at entertainment events by collecting admission tickets and helping patrons find seats.	\$5.90	\$6.90	Short-Term OJT		39-3031
**	Waiters and Waitresses Takes food orders and serves food and beverages to patrons in dining establishments.	\$5.90	\$6.80	Short-Term OJT		35-3031

One Star Social Jobs ★

★	Psychiatric Technicians Provides nursing care such to mentally ill, emotionally disturbed, or mentally retarded patients.	\$9.40	\$10.00	Moderate OJT	Yes	29-2053
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Nursing Aides work under the direction of medical staff to care for patients. Median wage is \$9.60 per hour.

Artistic

Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
Five Star Artistic Jobs ★ ★ ★ ★ ★						
★★★★★	Architects, Except Landscape and Naval Plans and designs structures for property owners.	\$19.60	\$27.60	Bachelor's Degree	Yes	17-1011
Four Star Artistic Jobs ★ ★ ★ ★						
★★★★	Interior Designers Plans, designs, and furnishes interiors of residential, commercial, or industrial buildings.	\$13.30	\$17.10	Bachelor's Degree		27-1025
★★★★	Multi-Media Artists and Animators Creates graphics for television and computer-generated media.	\$13.30	\$22.40	Bachelor's Degree		27-1014
Three Star Artistic Jobs ★ ★ ★						
★★★	Librarians Provides library services by selecting, acquiring, processing, and organizing library materials.	\$13.30	\$19.90	Masters Degree		25-4021
★★★	Producers and Directors Producer selects plays or scripts and arranges financing. Director auditions and selects cast members, conducts rehearsals,	\$14.40	\$22.20	Experience + Bachelor's		27-2012
★★★	Writers and Authors Creates original written works for publication or performance.	\$13.60	\$21.70	Bachelor's Degree		27-3043
Two Star Artistic Jobs ★ ★						
★★	Advertising and Promotions Managers Plans and directs advertising and programs to create or promote interest in a product or service.	\$15.80	\$25.40	Experience + Bachelor's		11-2011
★★	Fine Artists, Including Painters, Sculptors, and Illustrators Creates original works of art, or produces artwork according to instructions.	\$11.00	\$21.40	Long-Term OJT		27-1013
★★	Floral Designers Designs and fashions live, cut, dried, or artificial floral arrangements.	\$7.00	\$8.50	Moderate OJT		27-1023
★★	Graphic Designers Designs art and copy layouts for material to be presented by magazines, newspapers, television, etc.	\$11.30	\$16.10	Bachelor's Degree		27-1024
★★	Photographers Photographs subjects or events using a variety of cameras.	\$8.00	\$13.70	Long-Term OJT		27-4021
One Star Artistic Jobs ★						
★	Actors Performs dramatic roles, action roles, comedy routines, or tricks of illusion to entertain audiences.	\$10.50	\$65.00	Long-Term OJT		27-2011
Not Rated Star Artistic Jobs						
	Models Poses for pictures taken by photographers or as subject for paintings or sculptures.	NA	NA	Moderate OJT		41-9012

Education Pay\$

You can't overstate the importance of education—money talks

By John Mathews

Education is the ticket to higher earnings and increased job stability, according to data from the U.S. Bureau of Labor Statistics. As the graph shows, workers who get more education enjoy significantly higher pay. Persons who have not graduated from high school earn about \$10.65 per hour. A high school diploma will get you about \$14.80 per hour, and with more education it gets better. Post-high school training at the associate degree level adds a raise of over 50 percent from the less-than-

high school earnings. A bachelor's degree will more than double the less-than-high school earnings, from \$10.65 per hour to \$24.45 per hour. These are the facts. You'll be wise to let them be your guide.

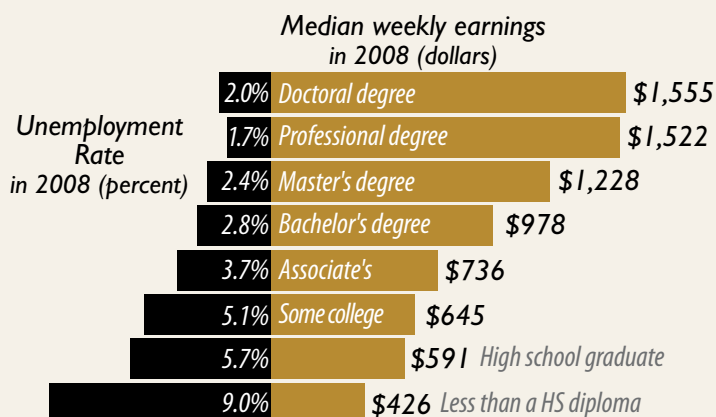
Educational attainment gives you security against unemployment. Those who stay in school not only enjoy higher earnings, but are much less likely to be out of work. Here are more facts. The high school dropout unemployment rate was 9.0 percent

in 2008. Get training at the associate degree level and that unemployment rate gets cut, to 3.7 percent. A person with a bachelor's degree may experience an unemployment rate of only 2.8 percent. One more factoid: the length of time you are unemployed is also tied to the level of education attainment you have. That is, the more education, the shorter the duration of unemployment.

How clear is the message that education pays? It's crystal clear. ☺



Educational attainment gives you security against unemployment



Source: U.S. Bureau of Labor Statistics, Current Population Survey



Choosing a Postsecondary School

Adapted from Preparing Your Child For College, a publication of the US Department of Education

Postsecondary schools are located in large cities, in suburbs, and in small towns throughout the country. Some are public institutions and some are private. Some enroll thousands of students, others have just a few hundred. Some have diverse student populations, and some focus attention on specific types of students. The type of institution best suited to you will depend on your needs and preferences. You can start your investigation by considering these basic questions:

- Why do I want to attend a postsecondary school?
- What do I hope to achieve?
- Do I have a specific major in mind?
- Do I prefer a small or a very large school?

Once you have an idea of your needs and preferences, continue your information gathering. Many of the following questions can be answered by accessing web pages for schools that appear to meet your initial criteria.

What kinds of educational programs are offered?

Ask about their best-known or “specialty” programs, types of certifications or degrees available.

How long does it take to earn a certificate or degree?

Find this out before enrolling in any program. Make sure you know if the timeframe means full-time or part-time attendance.

What graduate follow-up information is available?

Get job placement rates for graduates by program. If lots of graduates are working in an area unrelated to their major, that’s a problem.

Are career and placement services available to students?

If you’re looking to transfer from a 2-year college to a 4-year school, ask how this can be accomplished. Ask how many graduates transfer each year.

Will the credits transfer to other schools? Find out if they transfer straight across, if in-state or out-of-state transfers make a difference.

What is the dropout rate at the school?

A high dropout rate may indicate student dissatisfaction. Ask about refund policies if you drop out or drop a class.

What are the admissions requirements?

Make sure you have completed any high school prerequisites and admissions tests.

What is the loan default rate?

A high default rate suggests that either students are not completing their training, or are unable to find jobs when they graduate.

What do recent graduates have to say about their experience at the school?

Schools should give you the opportunity to talk to recent graduates—or perhaps current students—who can share their opinions about classes, teachers, facilities, and about the skills they have acquired.

What facilities are available at the school?

Consider the quality of the classrooms, libraries, and computer centers. If you plan to live on campus, visit the dorms to see living conditions and meal arrangements.

How is the school accredited?

Federal financial aid will only be available to students attending schools that are recognized by the Secretary of Education.

To check the status of a potential school, you can call the Student Financial Aid Information Center at 1-800-4FED-AID.

Many of these questions can be answered by visiting the Utah Futures web site. You can get admissions information, find out what programs are offered, link directly to schools’ web sites and more at <http://www.utahfutures.org>. ©

Utah Applied Technology Centers

The Utah College of Applied Technology (UCAT) consists of nine applied technology college campuses, providing opportunities for statewide open-entry, open-exit, competency-based education for high school and adult students. For more information, visit www.ucats.org or one of the links below to see a particular UCAT campus.

Bridgerland ATC
1301 North 600 West
Logan UT 84321
(435) 753-6780
<http://www.batc.edu>

Central: Snow College Richfield
800 W 200 South
Richfield, UT 84701
(435) 896-8202
<http://www.scs.tec.ut.us>

Davis ATC
550 E 300 South
Kaysville UT 84037
(801) 593-2332
<http://www.datc.net>

Dixie ATC
46 South 1000 East
St. George, UT 84770
(435) 652-7730
<http://www.dixieatc.org>

Ogden-Weber ATC
200 N Washington Blvd.
Ogden UT 84404
(801) 627-8300
<http://www.owatc.edu>

Salt Lake-Tooele ATC
3760 S Highland Drive
Salt Lake City, UT 84106
(801) 493-8700 Telephone
<http://www.slatc.edu>

Southeast: College of Eastern Utah
451 E 400 North
Price, UT 84501
(435) 613-5000 or Toll Free: (800) 366-CEU1 (2381)
<http://www.ceu.edu>

Southwest ATC
510 West 800 South
Cedar City, UT 84720
(435) 586-2899
<http://www.swatc.tec.ut.us>

Mountainland ATC
987 S. Geneva Road
Orem, UT 84058
(801) 863-6282
<http://www.mlatc.edu>

Mountainland ATC
759 Pacific Drive
American Fork, UT 84003
801-492-2950
<http://www.mlatc.edu>

Mountainland ATC
1200 South Delmonte Road
Spanish Fork, UT 84660
(801) 492-2900
<http://www.mlatc.edu>

Uintah Basin ATC
1100 E Lagoon Street (124-5)
Roosevelt UT 84066
(435) 722-6900
<http://www.ubatc.org>

Uintah Basin ATC
1800 W 500 North
Vernal UT 84078
(435) 725-7100
<http://www.ubatc.org>



Utah Public Universities

Universities offer a wide variety of coursework and degree programs, including some at the graduate level. Extracurricular activities serve a multitude of student interests. Academic facilities such as libraries, laboratories, computer labs, etc., are numerous and well-equipped.

University of Utah <http://www.utah.edu/> The U of U is a major urban state university with significant programs of sponsored research and of graduate, professional, and undergraduate education in 15 colleges and professional schools and their authorized degree programs, including law and medical schools. Apply for admission and/or for scholarships online; see detailed information about colleges, activities, financial aid and much more.

Utah State University <http://www.usu.edu/> USU serves as the state's land-grant institution under state and federal legislation and is a primary center of university research and of graduate, professional, and undergraduate education in numerous authorized fields of study. Apply for admission online and find much more detailed information.

Weber State University <http://www.weber.edu/> WSU is a student-centered institution focused on two- and four-year programs with a strong commitment to applied learning in technical, professional and liberal education. Selected masters programs are also available.

Southern Utah University <http://www.suu.edu/> SUU has the mission of a regional, comprehensive, undergraduate institution with a broad program of liberal and professional education, and is a primary center for service and cultural programs designed to advance the southern Utah area. Selected masters programs are also available. Admission forms available online.

Snow College <http://www.snow.edu/> Snow College is an open-access comprehensive community college that offers a broad range of general/liberal

education and vocational/technical programs leading to Associate of Arts, Science, or Applied Science degrees. Numerous specialized short-term vocational training certificates and diplomas are also offered. Admission forms available online.

Dixie State College <http://www.dixie.edu/> Dixie State College is an open-access, comprehensive community college with a mission of providing general and liberal education as well as applied technology programs leading to Associate of Arts, Science, or Applied Science degrees. Certificates are awarded for short-term and applied technology programs. The upper division consists of selected Baccalaureate degree offerings. Admission forms available online.

College of Eastern Utah <http://www.ceu.edu/> CEU is an open-access, comprehensive community college with a mission of providing general and liberal education as well as applied technology programs leading to Associate of Arts, Science, or Applied Science degrees. Certificates are awarded for short-term and applied technology programs. Admission forms available online.

Utah Valley University <http://www.uvu.edu/> UVU consists of two interdependent divisions. The lower division embraces the mission of an open-access comprehensive community college which provides general and liberal education as well as applied technology programs leading to Associate of Arts, Science, or Applied Science degrees. Certificates are awarded for short-term and applied technology programs. The upper division consists of selected Baccalaureate degree offerings. Online application for admission available.

Salt Lake Community College <http://www.slcc.edu/> SLCC is an urban, multi-campus, open-access, comprehensive community college with a mission of providing applied technology education as well as general and liberal education leading to Associate of Arts, Science, or Applied Science degrees. Certificates awarded for short-term and applied technology programs. Admission forms available online.

Financial Aid



By Steve Rogers

According to the old adage, there are two ways to get ahead in life—working hard and working smart. This statement is particularly applicable when one is searching for financial aid. Applying early and often for scholarship and financial aid opportunities is key, but being strategic about your time and resources is just as important. Studies have shown that over 90 percent of the financial aid college students receive is made available through the institution they attend. So it is imperative to talk to the financial aid offices at the colleges you are interested in attending.

Applying for financial aid means that, as soon as possible, you need to create a budget, prepare copies of your income taxes, fill out and submit the Free Application for Federal Student Aid (FAFSA), and get an electronic PIN number from the federal Department of Education. You use this number to “sign” your application when you apply online at www.fafsa.ed.gov. The PIN may also be used as an electronic signature for student loans. Log onto: <http://www.pin.ed.gov>.

Financial aid is money you receive from a variety of sources to help you cover the cost of education. The four basic types of financial aid resources include:

Grants—Need-based aid that does not have to be repaid. Federally funded grants include: Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOG). State grants include: Utah Centennial Opportunity Program for Education (UCOPE) and Leveraging Educational Assistance Partnership (LEAP).

Scholarships—Like grants, scholarships do not have to be repaid. Generally, scholarships are reserved for students with special qualifications. Institutional scholarships can be based on financial need, academic ability or outstanding talent. Many are offered by both public and private colleges, though thousands of private scholarships are also available from other sources, such as UtahFutures.org. The state of Utah also funds scholarships. The New Century and Regents’ Scholarships are two examples of scholarships that award students based upon academic rigor (www.utahsbr.edu). The Centennial Scholarship is a full- or partial-

tuition scholarship that can be used at any postsecondary institution in Utah that is accredited by the Northwest Association of Schools and Colleges. Students are eligible for \$250 for every quarter that they graduate early from high school. Students must enroll in an approved college within one year of their high school graduation. Approved colleges are listed on the scholarship certificate.

Loans—Must be repaid with interest. The main loan options are student loans, parent loans and private loans. Federal loans include: Federal Perkins Loans, Federal Stafford (Subsidized and Unsubsidized) Loans, and Federal Parent Loans for Undergraduate Students (PLUS). The Terrel H. Bell Teaching Incentive Loan Program (TIL) is a state loan program that has a non-repayment feature for recipients who teach in a Utah public or private K-12 school.

Work-Study—Provides students with employment opportunities both on and off campus. The program is normally based on a student’s financial need. Generally, there are two forms of work-study programs at the federal and state level. Federal work-study allows students to work on- or off-campus and is based on financial need. The Utah Centennial Opportunity Program for Education (UCOPE) work-study program is funded by the state for Utah residents. Financial need is also a requirement.

Benefits for Special Groups—Several financial assistance programs depend on a person’s ability or disability, community/military service, etc. High school and college counselors are aware of most programs. ©



For more information:

- <http://www.utahfutures.org>
- <http://www.uheaa.org>
- <http://www.fafsa.ed.gov>
- <http://www.college.ed.gov>
- <http://www.finaid.org>
- <http://www.uasfaa.org>



Finding a Job is a Job

by Connie Blaine

A successful job search requires time and effort. Most people work 40 hours a week. So if you're unemployed, you should plan on devoting that much time to a job search. But first, you need to get organized, and plan how to look for work strategically.

Often the hardest thing is just getting started, but don't delay or let anything stop you from working your job search plan.

Certain things are essential for an effective job search. You've done an assessment of yourself. You know your personality type and values; your skills and interests. Before you actually apply for any jobs, begin your job search by gathering and organizing all the information you can to promote your qualifications and satisfy the needs of a prospective employer.

First, get organized.

If you've never been an organized person, now's the time to develop this skill. Establish measurable goals and schedule your days. Plan, then do job-search activities to meet those goals. For example, you could set Monday morning, 8:00 – noon for identifying your skills. Then the afternoon could be spent preparing a resume. Tuesday, you could spend two hours in a library or on the internet to look up 10 potential employers to contact. Then you might plan to spend the rest of the day and Wednesday actually making contacts. At the end of each day review how you did, and revise your plans as needed. But keep up the pace—challenge yourself.

Have clear occupational objectives. No job seeker is really looking for “anything.” Use what you learned from your self-assessment to define your employment goals.

Next, look at the list of your skills you've identified and narrow it down to those pertaining to the particular types of job(s) you are seeking.

Prepare a personal data sheet with all your employment-related information. This will make employment applications easier to complete.

Write one or more basic resumes that you can adapt and customize in order to advertise your skills to each potential employer.

The Hidden Job Market and Networking.

The vast majority (80 percent or more) of job openings are not advertised! Most employers do not need to advertise; they have enough applicants without it, through “word of mouth”, or networking. Employers prefer to hire on a referral from someone they trust. This is what makes networking so important.

Direct employer contact is part of your campaign to sell your qualifications. Make a list of potential employers. As your job search progresses, you will continually change this list. One excellent resource is FirmFind, a searchable list of all the companies in Utah (see below). You can search by area or occupation to find employers' names, addresses and phone numbers. Another way is using your local public library. You can use Chamber of Commerce listings, industry guides, newspapers and the phone book. Now, plan a strategy to approach each potential employer. Develop a short “sound bite” by describing aloud the job you seek, the skills you offer, and why you are the best candidate. When contacting an employer directly, talk to the person who would supervise you in your desired job, even if there are not jobs currently open.

Planning, persistence and follow-up are the keys to a successful job search! ☺



For more information:

- <http://jobs.utah.gov/firmfind/pgMain.asp>
FirmFind
- <http://jobs.utah.gov/Regions/EC.asp> *Locate your local DWS Employment Center: see job openings, talk to an employment counselor, apply for support services, and use a computer for job-search activities.*
- <http://jobs.utah.gov/jobseeker/guides/JSTools.asp> *Job search advice*
- <http://content.monster.com/> *Job search advice*

Identifying Your Skills

by Linda Marling Church



It is a common belief that hard skills earn the interview and soft skills earn the job.

Many Americans today are looking for a job, and that means there is a lot of competition. We've all heard stories about 100 people showing up for one opening at a local business; of employers getting so many inquiries about job openings that they hesitate to answer the phone; and of the millions of people who are near or at the end of their unemployment benefits. If you are looking for a job, now, more than ever, it is important to know and be able to sell your skills. Job applicants are notorious for not knowing, not valuing and not being able to succinctly list and talk about their skills.

What is a skill? A skill is something you can do now, such as operate a multi-line phone system or resolve a conflict. We learn skills from school, working, and living day-to-day.

Skills can be broken into two types: hard skills and soft skills. Hard skills are tangible, specific, and usually teachable: typing 50 words per minute or changing tires. Hard skills embody the technical or administrative knowledge required by employers to support their business activities. Soft skills (commonly known as, but not limited to "people skills") are intangible, difficult to measure and are often personal attributes: good communication skills or team-builder are commonly listed on resumes. Soft skills are learned throughout life, beginning with our parents and family who teach us how to be polite, to get up on time and to do those things we would rather not do. We learn by trial and error how to deal interpersonally with other human beings.

Most jobs require both hard and soft, and an integration of the two can lead to a well-rounded employee. We can learn the hard skill of word processing and be retrained in it if the software changes. Changing a soft skill is very

difficult; it takes a lot of hard work to unlearn a personality trait. Employers often complain that employees have the technical skills to do a job but lack the soft skill of responsibility, such as calling in when absent from work, showing up on time, or cooperating with co-workers.

To identify the skills that you bring to a company and its open position, list every job you have ever held, every hobby or club you've been affiliated with, every class, and every volunteer position. Beside each of these, list every hard skill you gained from that experience. If the job at the ice cream store taught you to listen to customers and fill their order accurately, that is a skill. If you worked for a landscaping company and can name plants that thrive in shade, that is a skill.

Next, list personality traits you believe you exhibited when you were engaged in those activities. Do you get along well with others; are you a team player or builder or good at details? Take credit for every positive trait you bring with you. Be brave and take a look at the not-so-positives, also. What would it take to turn them into positives?

To get a competitive edge, and maybe get the job, you need to sell your skills. And, to do that you need to be able to verbally express how they have served you in the workplace and how they were a benefit to previous employers. For instance, if you helped two co-workers solve a conflict, practice relating, in brief story form, how you did it. What soft skills did you call upon to help put the problem behind them so they could continue their work assignments? Once you have the story and feel confident about telling it, you'll be prepared to answer interview questions about your skills. Saying you have team-building skills on a resume is the basis for many an interview question.

A resource for more information on skills is a book by Peggy Klaus called The Hard Truth About Soft Skills.

Also go to online.onetcenter.org/skills where you can check off the skills you have (and maybe be reminded of some you didn't list) and you'll be given a list of occupations that use those skills, complete with job growth and wage information. It is fun and enlightening to see what occupations pop up. And when you know and value your skills, it's fun to see what jobs pop up! ☺

Soft Skills

- Adaptable
- Motivate co-workers
- Good listener
- Team player
- Dependable
- Conscientious
- Punctual
- Analytical
- Organized
- Honest
- Energetic
- Artistic
- Enterprising
- Outgoing
- Productive
- Responsible

Hard Skills

- Operate a forklift
- Program a computer
- Read a GPS
- Build furniture
- Install a dishwasher
- Paint
- Order merchandise
- Count money
- Write a manual
- Set-up equipment
- Drive a vehicle
- Perform surgery
- Teach a language
- File documents
- Plant a tree

Netting a Job on the Internet

By Lecia Parks Langston

Finding a job requires a multi-pronged attack. Just one of the tools in your job-search arsenal is the internet. But, perhaps you're not a web surfer and don't know "ftp" from "html."

Why even bother with the internet?

- **It's there 24/7.** It's available anytime: weekends, holidays, the dead of night (when the kids are finally in bed)—anytime.
- **No Limits.** You can search for jobs in your own hometown or in Cameroon.
- **Demonstrate Your Leading-Edge Skills.** Finding an opportunity on-line or researching on the internet before an interview demonstrates you have some technical skills.
- **Explore Alternatives You Haven't Considered.** Not quite sure what you really want to be "when you grow up?" Self-assessment tools, occupational exploration, training-program information are all online.
- **It's Where the Jobs Are.** Many companies require electronic resumés and find applicants exclusively online.

CareerXRoad's 2007 Annual Sources of Hire Survey reports that "It is reasonable to imagine that every source of hire has an internet component. It may have been part of the research done to find candidates or the source of information candidates uncovered which caused them to apply. The internet is also increasingly the major means to apply and communicate no matter what the original source."

Getting Started

The biggest problem with the internet is the vast quantity of information. It may seem like too much information.

Keep in mind that the internet is a tool, and like all tools, it is only as good as the skill of the user.

Learning to use the internet productively (like most things) takes time and effort. Don't be overwhelmed! Ask a friend or librarian (or your kid) for help, if you need it. You can also receive help from workers in the job search area at Workforce Services.

Ask Questions

Before you start your internet job search, you might want to ask yourself a few questions that will help you narrow your employment search.

- **What kind of work do you want to do?** Come up with general occupations that interest you—not specific job titles. Often you will need to search for job duties rather than job titles—many businesses use their own unique job titles.
- **Who do you want to work for?** Are you interested only in certain industries? Do you want to work for a large employer? Do you have a specific employer in mind?
- **Where do you want to work?** Will you move anywhere for the right job or do you want to work in Enterprise, Utah?

Finding the Right Sites

The right site for you will depend on how you answered the questions listed above. For example, large international sites are probably not your choice if you're looking for a job in rural Utah. Here are some other things to consider:

- Is it easy to use?
- Do they keep your identity confidential?
- Can you search with precision?
- Are the job listings dated so you know when they were added?

- How often is it updated?
- Who runs the service?
- Do you know someone who uses this service?
- If they charge a fee, is it worth it?

Internet job search resources can provide employment leads including:

- Job postings at major sites
- Job postings at local newspaper sites
- Job postings at individual companies
- Resume posting
- Job search assistance
- Information on employers, occupations, industries and employment
- Access to people important to your success
- Telephone and business directories
- Automation that notifies you when a job matches your interests
- Professional Associations
- Research Organizations
- Government Agencies
- Educational Institutions
- Community Organizations

Of course, we think the best place to start is the "no charge" Utah Department of Workforce Services web site: jobs.utah.gov. Just go to the web site and click on "Find a Job." You can also use our online directory of Utah businesses to find employers in an industry/area that typically employs your particular occupation: jobs.utah.gov/jsp/firmfind. ☺



Here are just a few links to get you started on that internet job search:

- Utah Dept. of Workforce Services
jobs.utah.gov
- Other State Job Banks
www.ajb.org
- Federal Government Jobs
jobs.utah.gov/jobs/fedjobs.asp
- State Government Jobs
statejobs.utah.gov
- Career Builder
www.careerbuilder.com
- Hot Jobs (Yahoo)
hotjobs.yahoo.com
- Monster
monster.com
- Job Central
www.directemployers.com
- Employment Guide
www.employmentguide.com
- Care Givers Job Clearing House
www.carecareers.net
- Get a Job
www.getajob.com
- Job Hunt
www.job-hunt.org
- Salt Lake City Help Wanted
www.saltlakecityhelpwanted.com/home/89.htm
- Southern Utah Help Wanted
southernutahhelpwanted.com/home/15.htm

Applications



Job applications are an important part of the hiring process because they lead to an interview. The application provides you an opportunity to show the employer why he should hire you and gives a first impression of you. Employers use applications to gather information about prospective employees, to rank them, and determine who will get an interview.

It is a good idea to gather all of the information you need for a job application in advance. This usually includes your employment history, education and training information, and references. It will make it easier to fill out paper and electronic applications if you already have information such as names, addresses, and telephone numbers of past employers.

Important tips:

- Always read through the application instructions carefully and follow them exactly. Make sure you don't miss any of the questions or answer them incorrectly.
- Always fill out the entire application so the employer knows you have read every question. Put an n/a in spaces that are "not applicable" to you. Some employers will remove applications that are not completely filled out during the first round of ranking.
- Make sure your information is accurate and perfect. There should be no misspellings or inaccurate phone numbers. This document should be neat and professional when you submit it.

- Write complete sentences and use the "key words" from the job description that is posted. This will be particularly helpful if the employer does a "key word" search to rank applicants.
- Never, ever lie.
- Use a black pen.
- Make sure you list the job you are applying for, do not write "any position."
- If the application asks for your salary requirements write "open" or "negotiable." The most beneficial time for you to discuss salary is when the employer offers you the job.
- Try to avoid writing words like "fired" or "quit" when asked reasons for leaving your past job. Try to sound positive using phrases such as "looking for more responsibility."
- If you have past criminal convictions, be honest. Employers can easily check this information. You may want to write "will discuss during interview" or type a brief explanation outlining what you learned from the experience.

You may be required to submit a cover letter, resume and application for a job. Many companies are using on-line applications that you will fill out directly on the web.

Whether you are filling out a paper form or an on-line application, make sure it is perfect and follow the instructions carefully! ©



Cover Letters

A cover letter is important for many reasons. It demonstrates your interest in the job, your ability to do the job, introduces the reader to your resume, your ability to write, and you can request a meeting or an interview. Always submit a cover letter with your resume.

Cover letters should be short and to the point. As a general rule they should only have three paragraphs. The letter should be printed in black ink with your name and then your signature at the bottom. It is important to send the letter to the person who is doing the hiring. If you don't know the person's name, call the company and get the name and the correct spelling.

The first paragraph should state the reason you are writing. Mention the title of the job you want. You should also demonstrate any positive knowledge you have about the company. If you decide not to include an objective in your resume, this is the place to put that type of information.

The second paragraph should let the employer know why he or she should hire you. Explain the skills, knowledge, and abilities you have that fit the job and how hiring you would benefit their company. Do not write about what the company can do for you.

The third paragraph should let the employer know what your next steps will be. Will you contact her to set up an interview? Also, it is important to restate your interest in the job and the organization. Thank the person for his time and make sure you include your contact information.

Your cover letter provides you with the opportunity to be creative and to toot your own horn, but don't over-do it. Keep it simple and to the point.

Remember your cover letter should be perfect. Have someone proofread it for you to make sure there are no spelling errors. You want to make a good impression so the employer will want to interview you! ☺

The Resume:

Your resume should let the employer know as clearly and quickly as possible what you can do for that organization or company. It is your primary sales tool to market yourself to an employer. The main purpose of your resume is to get an interview.

If you don't have a resume the first step is to make a list of your education, employment history, skills, and accomplishments that relate to the job you want. Make sure the information is accurate and complete.

Next, research resumes. You can find helpful information on the internet. Look at examples of resumes given on web sites. You can even Google resumes for specific occupations and see what other people's resumes look like. There are also templates available on the web you can use, and some organizations require you to fill in their resume templates.

Some of the old resume rules don't apply anymore. For example, the length of your resume doesn't have to be limited to just one page, it depends on your industry and the jobs you are applying for. Every resume doesn't have to have an objective at the top. You should include an objective only if you think it will help get you an interview. Tailor your resume to meet the specific needs of your targeted industry, job, employer and company.

Decide which format you will use for your resume and target it to the job you are seeking. This means you need to update your resume every time you apply for a different job and use language from the job announcement when it is appropriate. Targeting your resume is a very powerful method to set yourself apart from the competition and capture the employer's interest. This is a critical step when there are many people applying for the same job.

Your Ticket to a Job Interview

There are basically three main formats for resumes: Chronological, Functional, and Combination.

The Chronological format's emphasis is placed on a chronological listing of employment and employment-related experience. This is a good format if you have a consistent employment history, with no gaps, and past employment experiences are related to your current employment goals.

The Functional format highlights skills, experience, and accomplishments without identifying specific dates, names, and places. Employment history is de-emphasized by placing it near the bottom of the resume. This format works well for those changing careers or those who are new graduates. However, some hiring authorities don't favor this format because they suspect it is used to hide something.

The Combination format brings together both the Chronological and the Functional resumes. This format begins with a summary of your most impressive qualifications, skills, abilities and accomplishments. This information is followed by an employment history and education section that supports the statements made in the top portion.

It is important to put the most impressive information first and make sure it is perfect, because employers only look at each resume for about 10-15 seconds before they determine whether they will interview you. Remember, your resume is your marketing tool to convince the employer you should be interviewed for the position! ©

DO:

- Make sure there are no errors or misspellings
- Have someone proof read your resume
- Make sure you have a version you can email or cut and paste
- Include your name, mailing address, telephone number, and email address
- Update your resume for each job using key words from the job description
- Keep it simple, straightforward, and make sure there is white space
- Focus on your accomplishments, not just a laundry list of your job duties

DON'T:

- Include hobbies unless they relate to the job
- Put personal information about marital status, age, religion, etc.
- Put references on your resume, have them available on a separate document
- Use pronouns like "I" or "me"
- Write a general objective statement
- Ever lie

General Tips:

- Use 8 ½" by 11" white or off-white high-quality paper
- Use a standard one-inch margin
- Keep all section titles pulled to the left side of the paper
- Do not use abbreviations
- Avoid unusual or exotic fonts
- Use font changes such as underlining, italics, caps and bold options sparingly
- Do not right-justify
- Do not include photographs or graphics
- Keep the resume 1 to 2 pages
- Always include a cover letter with your resume

Emailing Your Resume:

- Use the job title or job code in the "subject" line of your email
- Send your resume as an attachment
- Save your resume with your name as the filename (i.e. "johndoesresume.doc") rather than "resume.doc." This will help distinguish your resume from others.
- Make sure to include contact information in the body of your email in case the employer has trouble opening your attachment



For more information:

- www.jobs.utah.gov
- <http://careers.msn.com/>
- <http://career-advice.monster.com/resumes-cover-letters/careers.aspx>



Job Search Tools and Resources

by Connie Blaine



There are many things you can do to creatively enhance your job search. Check these out!



For more information:

- <http://jobs.utah.gov/jobseeker/veterans>

In addition to a good resume, cover letter, interviewing skills and networking, these tools and resources can help you land a job.

Performance Evaluation

Most employers periodically do a formal, written review of your work. A positive performance evaluation from your current or previous job can increase your chances of getting a job. You can include it with an application or resume.

Letters of Recommendation

It's customary for an employee leaving a job on good terms to request a letter of recommendation from the employer or supervisor. However, employers are not required to provide these and may not because of liability or company policy. The letter should focus on your job performance and duties but may touch on personal qualities, such as being a team player or your dependability.

If you're a student ready to complete your training but you have little or no work experience, you can ask your teachers, academic advisor, or a mentor to write a letter of recommendation.

If you are new to the labor market and you have no paid work experience, ask someone you've completed a task or project with or someone who knows you well to write a letter of recommendation. This could be someone you've done volunteer work for/with, a church or community leader, a neighbor or landlord. The letter should say how long they've known you, address the quality of your task performance, dedication, skills and work habits.

Temporary Work, Internships, Volunteer

Temporary work, such as in a retail store during the holidays, or for a temp agency, is a way to get work experience and a letter of recommendation from an employer and may even lead to a permanent job. Volunteer work or an internship—paid or unpaid—can accomplish these things as well.

Work Samples

Figure out a way to show work you've done to a prospective employer—something you've written, before and after pictures of a project you've done, video, or objects you've created that relate to the job you're applying



for. For example, a clerical worker may show pamphlets or brochures she's written or designed; a painter, carpenter, chef, or hairdresser could show pictures of their work; a trainer or speaker could show a video of the presentation. Even hobbies can demonstrate relevant skills.

DWS Veteran Services

Veteran Services can help veterans prepare for and find employment. For a complete list of services and more information, see <http://jobs.utah.gov/jobseeker/veterans>.

Vocational Rehabilitation

Eligible individuals with disabilities can receive assistance to prepare for and obtain employment from their local Utah State Office of Rehabilitation. Services include vocational evaluation, assistive technology, supported employment and other employment assistance. Log on to <http://www.usor.utah.gov/> or find them in the State Government blue phone book pages.



Prepare Yourself

One of the best ways to find out what employers are looking for is to read their web sites and literature. Also read their vacancy notices, whether or not you want that particular job. This gives you a good feel for what they look for in potential employees. It is helpful to make personal contact with someone from the company. For instance, job shadowing within the organization, or an informational interview helps your chances. This gives you the opportunity to find out things they don't tell you in the brochure—the pace at which people work, the way people communicate within the organization and the overall workplace culture.

All recruiters have specific qualifications and a range of skills that they are looking for. The key is to be clear about their requirements before applying, so you can tailor your resume, respond well in an interview and hopefully get that job!



For more information:

- <http://www.linkedin.com> *a professional networking site*
- <http://www.u.arizona.edu/~cats/qualities.html> *what employers are looking for*
- <http://www.shl.com/SHL/en-int/CandidateHelpline/CandidateHelplineDetails/what-employers-are-looking-for.htm>

References

Don't choose close relatives like your mom or dad for references—unless you have been working for them.

An employer may ask you for a list of references when you apply for a job. Often this is done during or after the interview process or on the application. Your list of references does not need to be a part of your resume unless you think it will help you get the job. For example, if one of your references is an important or influential person in your field, you may decide to include that in your resume. You don't need to write "References available upon request" on your resume. It is assumed that if the employer needs your references, he or she will ask for them.

Your references should be listed on a separate sheet of paper. It should include the person's name, title, address, and telephone number. Make sure this information is accurate. You don't want the employer calling a wrong telephone number.

Who are good references? There are two types: professional and personal. Professional references include supervisors, colleagues, clients, people you have supervised, and professors or teachers. It is important to select people who will be able to demonstrate your skills, knowledge, abilities and performance to the employer. Choose four or five people. Sometimes employers ask for personal references. These are people who can attest to your good character. You should not choose people you have known less than one year, boyfriends or girlfriends, your spouse, or close relatives like your mom or dad—unless you have been working for them.

Make sure you get permission to put people on your references list and let your references know when you are applying for jobs and what the jobs are. First, this is the polite thing to do, but it is also important for your references to prepare for the call from the employer so they can site specific examples of your good work. You don't want an employer giving a surprise call to a past colleague who can't remember you. Only include people you are sure will say good things about you.

Finally, don't forget to thank the people who agree to be your references. ©



How Employers Hire

Hiring practices vary, but most employers use a few common methods. Hiring is usually a process that goes: recruitment→screening→selection.

Recruitment: Some of the most common ways employers recruit are:

- Referral—the method employers prefer. Having someone they know and trust vouch for an applicant strengthens the applicant's chances of being hired.
- Social/professional networking pages on the web, such as LinkedIn—Make sure you have a page with them, and maybe your own blog as well. Today's employers want to see evidence that you are comfortable with electronic media.
- Advertising—on the company's web site, in newspapers, job hotlines, trade papers, the internet or radio/tv.
- Job Fairs—DWS holds job fairs around the state and large companies hold their own job fairs too. Job fairs are used to recruit entry-level employees. But the employers at job fairs may not always have current openings.
- Internal recruitment—Most employers will offer jobs first to their current employees, then go external if a bigger pool of applicants is needed.
- Private and public placement agencies—some charge a fee, some don't.
- Temporary services—Temporary and contract employees are used more by companies now than in the past, and good temp workers often move into permanent jobs.
- The internet—Used mostly for recruiting higher-level professionals, and for technical occupations.
- “Head Hunters”—Professional recruiters who scout for promising applicants to fill high-level jobs.
- Other—School placement offices, union halls, etc.

Screening

Once a pool of applicants is in place, employers screen or select the few most-qualified for interviews. Usually this is done quickly by skimming resumes or applications and deleting those that have errors, are badly written, incomplete or do not show minimum qualifications the employer has set for the job.

The employer may search resumes to select those with key words that match the skills they are looking for. When the best of the pool are screened from the rest, employers will look more closely at their qualifications.

Education may be verified, and former employers and other references from web pages or blogs contacted. The employer might call the applicant for an additional telephone screening.

Selection

Most often, the interview is the tool used to make the final decision on who to hire. Generally, all the applicants who get an interview are qualified for the job. So the employer uses the interview to determine which one is the most qualified, as well as to assess personal qualities and how well the person will fit into the organization.

References will be called at this stage. Final candidates may also need to pass a test, come back for a second—or even third—interview, or demonstrate their skills in a simulated job situation. ©



Networking

Networking is the best way to find a good job. How does this help? Well, there are many scenarios you can imagine. For example:

An employer tells an employee they will be hiring someone to fill a position. The employee tells her job-seeking friend that the position is open and gives a good reference.

An employee sees a job posted at his company or a partner company and tells his job-seeking friend about it.

A job seeker applies for a job and a friend who knows the employer makes a recommendation.

A job seeker is at a party and meets someone who works in her industry. She lets her new acquaintance know she is looking for a job. The acquaintance agrees to have lunch with her to talk about opportunities at his firm.

The best way to begin networking is to start with the people you know. Ask them if they know anyone you can contact about a specific type of job. Contact these “referrals.” When you meet with the referrals, ask them for referrals.

Try “cold calling.” You can contact people you don’t know and ask for informational interviews. You can also join or attend conferences and workshops sponsored by professional organizations to meet more people.

To get the most out of networking, you should do more than just let people know you are looking for a job. You should intentionally build relationships with people you think will be able to help you. You should ask for their

advice, ask if they know people you can contact, ask them if they have heard of any job opportunities. You don’t have to feel like you are “using” the people you network with because you may be asked to help them in the future. This is networking.

Word of mouth is the most common way that networking can help you find a job, but there is a new way of networking that is emerging. People are networking for jobs on social networking web sites such as Facebook and on sites created to help people network for jobs such as LinkedIn. You may want to include these options as part of your networking strategy.

It is important to make a list of contacts. When you contact a referral, introduce yourself, state your purpose and request a meeting. Prepare a list of questions for the meeting. Ask referrals if they know other people you can contact. Write thank you notes and keep a log of your contacts. It would be embarrassing to hear from someone and not be able to remember them.

Why do firms recruit like this? Don’t we all feel more comfortable and confident when we have a referral? Many firms like to hire people using this same strategy. A personal referral is perceived as a good way to hire people. It saves time and money to hire based on a personal recommendation.

Good networking is beneficial to all parties because you get a job, the employer gets an employee, and you have built a professional relationship. ☺





The Job Interview

When you receive an invitation to interview for a job, chances are the employer believes you meet the minimum qualifications for the job based on the information from your resume and/or application. Congratulations!

The job interview is a good time for the employer to gain some more information from you and to see if you are a good fit for the job. It is also a good time for you to see if the organization is a good fit for you!

The key to a great interview is to prepare in advance:

Practice answering typical job interview questions. Focus on incorporating positive information about your skill set and ways that hiring you will benefit the company into your answers.

Questions that May Come Up:

- What are your strengths?
- What are your weaknesses?
- Why should we hire you?
- Why did you leave your last job?
- Why do you want this job?
- Tell me about yourself.

Research the organization. It will impress the employer if you know something about the organization's products, services, etc. Simply check out their web site to find this information. It is easy to find most employers' web sites by using a search engine such as Google.com—you just type the employer's name into the search engine.

Gather any documents you might need such as a copy of your resume, your driver's license, school transcripts, certifications, examples of your work, etc. You should also bring a pen and paper in case you need to take notes or write down information.

Your appearance is important. Dress a step above what you would be wearing on the job. Make sure you appear neat and professional for the job interview. Get a good night's sleep the night before the interview so you look and feel your best. Always turn off your cell phone!

Make sure you know the location of the interview. You don't want to be flustered or late because you got lost driving there. Arrive about ten minutes early for the interview. You don't want to be too early and you certainly don't want to be late. If you are going to be late, make sure you call and let them know.

When you arrive for the interview:

Always be professional and polite to everyone you meet. The receptionist may informally provide an opinion to the interviewers after you leave.

Greet the interviewer with a firm handshake. You don't want your handshake to be bone-crushing or limp.

Make eye contact with the interviewer and smile. Show that you are confident and excited to be there. Try to avoid saying words like "um."

Be aware of your body language. Sit up straight in your chair and keep your hands in your lap. Don't fold your arms, put your hands in your pockets, crack your knuckles, tap a pen or play with your hair.

Listen carefully to the questions and respond positively and honestly. Focus on your qualifications and what you can bring to the job. It is OK to ask them to repeat the question or to take a few seconds to think about your response. Don't talk about what the organization can do for you. Always answer the question that is being asked. Don't ramble on or talk about your personal life. Demonstrate a positive attitude and a willingness to learn.

Always ask the interviewer at least one question at the end of the interview. This shows you are interested in the job. Do not ask questions that focus on you such as the pay, benefits, vacation time, etc. You should save these questions for when you are offered the job. Ask something about the job or the organization such as what a typical day is like, what your responsibilities would be, whom you would report to, or advancement opportunities. Remember, this is your opportunity to find out if this employer is right for you too!

At the end of the interview, if you want the job, ask for it! You can say something like, "I think this seems to be a really great place to work and the job seems to be a great fit for me. I would like to have this job." ☺

Looking for Work in an Economic Downturn

By Carrie Mayne



Finding a job is hard work. Finding a job during a recession is even tougher. It may even feel impossible to those faced with this daunting task. Companies are restructuring, downsizing, laying off or shutting down every day. Does this mean you're not going to find work? No. But it does mean you're going to have to work even harder to find a job and you may not find your ideal career-completing position at this time. Jobs are out there. No matter how weak the labor market is, people still move out of jobs for various reasons and create vacancies.

The job search advice given throughout this publication applies to any economic climate, but here are a few tidbits specific to the current economic situation that you can add to your arsenal:

- Realize that the competition for any position will be intense. With more people out of work than usual, the number of applicants for any one position will likely be quite high. For that reason, you're best off focusing your job search toward occupations for which you are currently qualified. When the labor market is tight, an employer may consider hiring someone who isn't fully qualified for a position with the idea in mind that the candidate can be trained for the skills s/he is lacking. Nowadays this will not be the case, so it's better to focus on jobs that are on par with your skill level.
- In some situations it may even be to your long-run advantage to consider accepting a position for which you are overqualified. If, for example, a company that operates in your field of interest is only filling positions that are lower than your skill level, you could look at it as an opportunity to get your foot in the door. If you're hired you will likely have many chances to impress the bosses and show your full range of talent so that when the company does open up higher-skill positions you'll have an even better chance of getting one.
- If you have enough flexibility in your personal situation, consider taking an internship, going part-time, or working freelance. Again, it's about getting your foot in the door and any of these situations will allow you to forge a relationship with an employer that could pay off in the long run.

- Think broadly about the labor market and understand how your skills may be applicable to other occupations or industries. You may be surprised to find out that with little or no training you could look for work in another occupation or industry. Often people don't realize the transferability of their skills. Widening your search scope will increase your chances of finding gainful employment. (See end of article for list of online skills analysis tools.)
- Keep abreast of information regarding the distribution of federal stimulus money. Following that trail could lead you to companies who will be hiring in order to complete government contracts.
- And last, but not least, consider going back to school. If you feel ready for a career change, or think maybe your field won't come back as strong when the economy recovers, consider starting a training or education program in a different area. Of course, you'll want to be sure to educate yourself on all the different programs out there, and be sure to choose something that fits your talents and interests and is projected to have strong growth and good wages.

Maybe this information leaves you hopeful and energized about your job search, or maybe the recession has got you so discouraged that you just can't see the light at the end of the tunnel. If the latter statement describes you best then just keep this one thing in mind: the U.S. economy has bounced back from every other downturn in history. There's nothing to say it won't be true of this one either. ☺



For more information:

- <http://online.onetcenter.org/skills/SkillsAssessment>
- <http://jobs.utah.gov/jsp/wi/utalmis/reemplHome.do> Compare related occupations
- <http://jobs.utah.gov/opencms/wi/pubs/outlooks/state/index.html> Utah Job Outlook



Filing for Unemployment Insurance Benefits

By Bradley L. Salmond Jr.

The unemployment insurance (UI) program is a joint federal and state program that began as a part of the Social Security Act of 1935. This legislation was in response to unemployment during the Great Depression and was designed to provide an essential safety net for workers who become involuntarily unemployed, and to stabilize the overall economy during a recession. The Social Security Act enables each state to enact legislation to provide benefits to unemployed workers.

Benefits paid through the Utah UI program are funded entirely through state and federal payroll taxes paid by employers. Workers do not pay any portion of the UI benefit costs or taxes. The Internal Revenue Code allows states to collect taxes from employers to pay UI benefits.

When workers become unemployed during an economic downturn, they have less money to spend on consumer items, which further hurts the economy. Unemployment insurance stabilizes the economy by providing insured workers with temporary and partial replacement of wages lost by involuntary unemployment. This helps to maintain worker purchasing power and puts money into families' pockets. When that money is spent, the economy gets a boost, thereby preventing the spread of unemployment.

The UI program was designed for workers who have a strong attachment to the workforce, meaning they

have a work history and plan to continue to work. Unemployment insurance helps these workers maintain an attachment to the labor force and provides them with benefits that lessen personal hardship while they look for a new job.

Receiving UI benefits also helps maintain the quality of an unemployed worker's job search and helps retain skilled, experienced workers for local area employers. This is also good for the economy, because a better match between employee skills and job requirements means reduced turnover and a more productive workforce. This also reduces costs for the employer to recruit and train new employees.

Eligibility for UI benefits is based on the wages an individual has earned, not on family or individual financial resources. Individuals must have sufficient wages during the base period (the first four of the last five quarters), be unemployed through no fault of their own, be able to work full time, and be available for and actively seeking full-time work to qualify for UI benefits. As such, UI is not public assistance, Social Security, Workers Compensation or disability assistance.

Individuals can receive up to 26 weeks of UI compensation. Emergency Unemployment Compensation (EUC) provides up to an additional 20 weeks of UI benefits for unemployed individuals who exhaust their regular UI benefits.

Those who file for benefits are generally required to register for work online or at a local employment center, make contact with at least two new employers each week, and keep a record of those contacts. These job contacts are requested by the Department when the individual is audited or selected to complete an eligibility review. A claim must be filed for every week that an individual is unemployed and wishes to receive benefits. ☺

To apply for benefits online:

jobs.utah.gov
click on "File an
Unemployment Claim"

At this web site you can file an initial claim, weekly claim, eligibility review, or an appeal.

To apply for benefits by phone:

Salt Lake County and South
Davis County
801-526-4400

Weber County and North
Davis County
801-612-0877

Utah County
801-375-4067

Remainder of Utah and out-of state
888-848-0688

Changing Careers

By Linda Marling Church

Not so long ago the thought of changing careers might have been motivated by the boredom of going to the same old job every day or dissatisfaction with the pay. Today, “corporate restructuring,” “downsizing” and “buyout” are everyday words, and a pink slip can catapult us into not only looking for a different job but an entirely different career—even when we are educated, trained and productive employees.

What happens when our employer of five, ten, fifteen years or more no longer needs us? Knowing that most people change careers, not jobs, several times over the course of a lifetime is little consolation if it’s not our idea. After the initial shock, and after the momentary delight at the thought of drawing unemployment, it’s time to figure out how to rewrite your story and find a new career.

Assess Your Strengths, Weaknesses And Interests

Go to online.onetcenter.org and take a free assessment produced by the Department of Labor. Take a look inside yourself to see what you could have done to be a better employee. Did you need more training? Write down and elaborate on your skills and interests.

Look For Available Jobs

Attend local job fairs. If you live along the Wasatch Front, get the *Employment Guide* which is free on many street corners and puts out over 50 regional publications nationally. How can you adapt your skills and experiences to these jobs?

Network

Don’t just call former co-workers, although it is a good idea to keep in touch. Use the Internet: Facebook and Twitter are great places to start. Also President Obama sees the need to reform job training and vocational education and has launched a new web site called opportunity.gov which gives information on training, financial aid and GED certificates.

Think Outside The Box

Can you volunteer, get an internship or train on-the-job? Our web site jobs.utah.gov is an excellent site for detailed information on economic stimulus money for retraining and assistance for displaced workers and other job seekers.

Rewrite Your Resume

How can you take your skills and bridge the gap between the old career and a new one? Rewrite your resume and

cover letter to fit each position you’re applying for; don’t use the same approach for every job you find. Study the companies you are applying to. What are their needs and how can you fit into them? Illustrate how you embody a skill, don’t just say you possess it.

If You Get An Interview

In a recent article by Anita Bruzzese in *The Wall Street Journal* she relates how a good story is memorable. That is the goal of any job applicant: to be remembered by the interviewer. So, rehearse a good story, one that is true and which you believe in, that bridges the gap between your skills and those needed by the employer.

Alexandra Levit also wrote a series of articles for *The Wall Street Journal* focusing on reinventing yourself in the workplace.

Find A Survival Job

Maybe those golden arches aren’t so bad after all, especially once the end of unemployment is in sight. It is common today for higher-paid employees to take lower-paying jobs with such a limited supply of jobs of any kind. A few dollars an hour is better than none, every job provides learning experience, and maybe the basis for a good story. ©



Today's Job Market: *Not Your Parents' Job Market*

By Connie Blaine

Then—A college education was a ticket to a high-paying job right after graduation.

Now—College degrees are less important to employers than your specific skills. Wages also vary greatly depending on the industry or your major.

Then—College graduates could start in a high-level position in a company based on the degree alone.

Now—Graduates also need work experience in the field to get hired. Even so, they may need to take an entry-level job to start out.

Then—"Technical college" was for people who couldn't cut it in a "real" college, and would not get you as good a career in the end.

Now—Technical training is more affordable and available than a four-year college and can lead to careers as high-paying, in-demand and satisfying as many requiring bachelor's degrees. Many top-performing students are choosing the technical training path.

Then—Once you got a good job, you stayed there for life, and the company "took care of you."

Now—Nobody is taking care of you, but you. Most people change jobs at least seven times in their career. You must manage your own career on an ongoing basis.

Then—Manufacturing jobs were about the only good-paying jobs that didn't require a post-high school education.

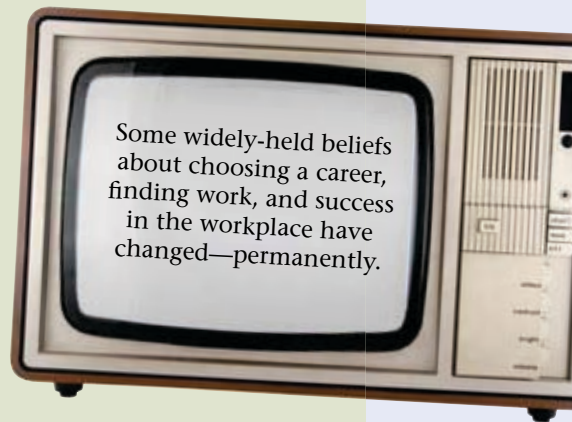
Now—Manufacturing jobs are in decline, and those that remain are not as secure or high-paying as in the past. Post-high school training is needed for any good job.

Then—A high school diploma qualified you for many jobs that could provide a livable wage.

Now—Post-high school training and career planning are essential for more than a poverty-level income, and for advancement.

Then—Be loyal to your company and it will provide for you now and in your old age.

Now—The only guarantee is that there are no guarantees. Layoffs, downsizing and takeovers put your job security, and your retirement at risk. It's up to you to manage your career and save for your retirement. ©



Skills in Demand

in Today's Job Market

By Jim Robson

In times of economic turbulence, competition for jobs is very intense. To stand out from the crowd you must have the skills and qualities that employers want to secure the job you want. Fortunately, you likely have these skills to some degree already. You can work to develop any you lack and strengthen those that are weak.

Employers consistently say they want workers who can write and speak clearly. Often they complain that good communication skills are exactly what many job seekers lack. Find practice and training opportunities to brush up on your speaking, reading, and writing skills. There are inexpensive classes available at a community college or your local public school district that can sharpen your communication skills or other skills you want to build up.

You may notice from the list at the right that many of the most sought-after qualities are “people” skills. Employers want to hire people that are friendly, easy to get along with, and team-oriented. Employers also look for workers that can see a problem coming, and solve it.

Your first few days and months on the job are critically important, first impressions do matter. Be on time, enthusiastic, and willing to work hard. Employers want workers who listen to and understand directions, are organized, and complete their assignments on time. The Utah Department of Workforce Services offers job-readiness workshops that can help you develop employment skills—check with your local office. Skill development is a lifelong journey enhanced by training, practice, and experience. ©



Most Wanted by Employers:

- Communication skills (written, verbal, listening)
- Strong work ethic / motivation
- Teamwork skills (works well with others)
- Initiative
- Analytical skills
- Computer skills
- Flexibility / adaptability
- Interpersonal skills (relating well to others)
- Problem-solving skills
- Technical skills

Source: National Association of Colleges and Employers.



For more information:

- <http://online.onetcenter.org/skills>
- http://www.quintcareers.com/job_skills_values.html
- <http://www.jobs.utah.gov/jobseeker/workshops/>

The Secret of My (Job) Success!

By Lecia Parks Langston

You've landed that new job. Now what? Keeping the job, moving up, and earning more pay requires even more skills!

Perhaps the two most important secrets of on-the-job success are as follows:

- Do your best.
- Then, do a little bit more.

Part of doing your best is to show your good “work ethic.” Just remember, the world doesn’t owe you a living and neither does your employer! Be on time. Take appropriate breaks and lunch. Give your boss value for his “buck.” Meet your deadlines. Don’t immediately ask for time off.

These suggestions may seem simple to you, but many workers stall their

careers and even lose their jobs by being poor workers. Finally, if you want to stand out in the workforce crowd, go the extra mile.

Here are some other tips to help you “be all that you can be” on the job:

- Take advantage of your performance reviews. Don’t be defensive. Learn from them. Ask how you can improve.
- Be a team player. Don’t “back stab,” try to take all the glory, or intimidate other workers.
- Keep your sense of humor.
- Ask for help when you need it.
- If you make a mistake, let your supervisor know immediately. Find out how you can fix it.

- Follow the proper chain of command. Don’t try and by-pass your supervisor.
- Be friendly.
- Observe the dress of coworkers and/or your supervisor. Dress in an appropriate manner.
- Keep your emotions under control.
- Show appreciation—especially to your coworkers and supervisor.
- Volunteer for projects and committees if your work is completed and your supervisor approves.
- Be willing to learn new skills.
- Keep your personal life and problems at home. ☹



For more information:

- <http://careerplanning.about.com/cs/jobsuccess/index.htm>
- <http://careerplanning.about.com/library/weekly/aa011800a.htm>
- http://www.jobweb.com/Resources/Library/Workplace_Culture/Build_for_the_Future_198_01.htm
- http://www.jobweb.com/Resources/Library/Workplace_Culture/Communicating_in_the_12_01.htm
- <http://www.careerknowhow.com/advancement/strengths.htm>
- <http://career-advice.monster.com/in-the-office/careers.aspx>



Transferring to a Better Job— Take Your Skills With You!

By Lecia Parks Langston

You may be surprised to find that you already have what it takes.



The U.S. Bureau of Labor Statistics tells us that most workers will change occupations several times during their work lives. Yes, you will probably move on to bigger and better things. You might decide you hate your current occupation and want to do something else. Or, you might lose a job through no fault of your own during a recession. Remember that saying “constant change is the only constant?” In the labor market, change is inevitable.

You’ve already got what it takes!

While you may change your occupation, you can keep something even more vital—your skills, abilities, and knowledge. Most of these factors are transferable between many occupations. So, while you are figuring out what to do with your life, don’t forget to get the important knowledge and skills that employers will want now and in the future!

What Employers Want

What skills do we project will be most in demand in the future? Well, it’s not reading, writing and arithmetic, but it is darned close. What’s the number



For more information:

- <http://online.onetcenter.org/find/>

Utah Top Ten Knowledge Areas in Demand

- Customer & Personal Service
- English Language
- Mathematics
- Clerical
- Education & Training
- Computers and Electronics
- Administration & Management
- Sales & Marketing
- Mechanical
- Psychology

one skill for jobs of the future? Reading comprehension—in other words, you need to be able to read and understand what’s being said in work-related documents.

Next in demand is “active listening”—giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. (I’m sure you have some friends that could use this skill.) Other top skills are critical thinking or using logic to solve problems, being able to effectively speak and communicate verbally, ability to write appropriately, and active learning. These skills don’t exactly fall in the “rocket science” category. However, employers reveal that many of today’s workers lack these basic skills.

Knowledge is Power

If you want to be “in the know,” you should also make sure you are adequately prepared with the knowledge that jobs in the future will require. What’s by far the most important area of knowledge future

occupations will need? The knowledge of customer and personal service.

Okay, just what does that mean? Basically, you need know how to provide good customer service, to determine a customer’s needs, to meet quality standards for services, and evaluate customer satisfaction.

Why is this area of knowledge so important? Most jobs will deal with customers. Your customer may be the little purple-haired older lady coming in for a style and set or the president of a multi-billion-dollar corporation that’s interested in outsourcing its telephone call-in center to your company. If we’re working for a living, we usually have a customer.

Second on the list is knowledge of the English language. Don’t think you have this knowledge just because English is your native tongue. You need to know correct grammar, punctuation, and how to spell (yes, even without your spell-checker). And, remember to study your math. Many jobs (particularly those with high pay) require a good knowledge of algebra,

statistics, calculus and other types of mathematics.

Next on the list is clerical knowledge. Don’t think you are off the hook if you don’t plan on having a “clerical” job. Most professional positions require that you can do your own word-processing when writing documents.

And, the answer is. . .

When it comes to getting good, transferable skills, it really goes back to the basics. Get a good knowledge and skill base in reading, writing, math, customer service, etc., and you’ll be able to get the job you want—now and in the future.

If you have been working in a particular occupation for a while, you can easily determine how your current skills may transfer to another occupation. Use our “Occupational Explorer” (<http://jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do>) to locate occupations where you have experience. Then, scroll down to the “Related Occupations” section. Here, experts in skills have already correlated occupations which use similar skills. ☺



Utah Top Ten Skills in Demand

- Reading Comprehension
- Active Listening
- Critical Thinking
- Writing
- Active Learning
- Speaking
- Coordination
- Monitoring
- Instructing
- Time Management



Choosing a Quality Child Care Provider

By Carrie Mayne

Regardless of whether parents choose or are forced by circumstance to work, leaving your child with someone else to be cared for is never easy. The guilt can weigh heavily on parents' psyches, but if the child is under the care of a loving, well-trained, high-quality provider the situation will be much more comfortable for both the parents and the child. Group settings can be beneficial for child development and socialization, and having other adults in a child's life that love and care for them is helpful for a child's self-esteem.

Finding a high-quality child care facility that meets your individual needs and priorities can be difficult. It's important, however, to start the search as soon as you find out you're expecting or even as you begin planning for a family. You can never be too careful or too organized when it comes to choosing a provider. They are, after all, going to be part of the team of adults responsible for the development of your child.

A parent's first instinct may be to open a phone book to the child care section and start writing down names and phone numbers. This isn't a bad idea, but you may first want to refine your search by asking friends and acquaintances for recommendations. Doing so will reduce the amount of "cold calls" you'll have to make. Ask family members who you know would look for the same qualities in a child care provider as you. Ask acquaintances at work; they'll know what facilities will work with the specific nuances of your office schedule (e.g., late hours, four-day weeks, etc.).

According to Christine Zavala, Associate Director of a Salt Lake child care facility, the biggest mistake she sees parents make when searching for a day care provider is not giving themselves enough time to adequately search and prepare. She says the more facilities parents visit the more they will understand what they are looking for, what is available to them, what they can expect, and why a high-quality educator is so important. Tour as many facilities as possible and

Leaving your child with someone else to be cared for is never easy, but if the child is under the care of a loving, well-trained, high-quality provider the situation will be much more comfortable.

realize that many centers have long waiting lists, so if you like what you see, ask to be added to their waiting list.

When touring a facility, parents should be ready with a list of questions to ask the facility director and features to be looking for. Some of these things will be unique to the family's values and circumstances, but others are universal such as security and safety, cleanliness, organization, and age-specific and developmental stage-specific care.

Christine Zavala suggests asking as many questions as possible to get a full understanding of a care center's policies concerning these features. Also, make sure to visit the actual classrooms so you can verify that their policies are being practiced. She notes that a parent should not worry about taking up the facility director's time. If that director is truly invested in early childhood development then s/he won't mind (and in fact will probably enjoy) answering your questions and familiarizing you with their program.

Another very important factor to think about is communication between parents and care givers. It's an essential part of building consistency and minimizing stress and disruption for your child. Ask the provider how they communicate with parents at all levels, from the minutiae of daily tasks (diaper changings, eating, fussiness, etc.) to the broader picture of your child's brain development (reaching milestones, developing healthy attachments, etc.). The more communication there is, the more comfortable everyone will feel (parents, child, and child care provider) and the better the child development team will function.

Most parents probably aren't aware that there are national accreditation programs for child development centers. You can search on the internet for different accreditation programs and a list of their Utah approved providers. One of the largest programs is the National Association for the Education of Young Children (NAEYC), which can be found at www.naeyc.org. ©



For more information:

- Child Care Resource and Referral has a comprehensive guide for choosing a high-quality provider. Download it from their web site: http://centralpt.com/upload/353/2684_ourGuidetoChoosingQualityChildCare2006.pdf
- To find out if you're eligible for child care payment assistance or for help finding child care, visit this web site: <http://jobs.utah.gov/opencms/occ/occ2/index.html>

Tips for \$aving Money

If you're looking for a job, or a better job, you're probably strapped for cash. To manage and maximize your money you need to do two things for sure: 1) Keep track of every penny you spend. Get receipts, write each expenditure down and add them up, by category, at the end of the month. This will open your eyes as to where you can cut spending; 2) Once you see where your money is going, make a budget that stays within your take-home pay, with a little extra to go into savings for emergencies, and stick to that budget.

Then, here are some tips for saving money:

Spend Less

- Swap rather than buy. Craigslist and Freecycle are two online sites where people can swap, trade and barter for goods and services.
- Watch for free stuff. Craigslist and other web sites often have a "free" section, where people would rather give you something free than send it to the landfill.
- Eat out less, or not at all.
- Cook from scratch, avoiding processed foods. Not only will you save money, but your diet will be healthier.
- Trade meat for beans, lentils and brown rice. There are many ways to cook delicious dishes from these cheap high-protein foods. And, they're much healthier and cheaper than meat!
- Grow a garden and can or freeze the surplus.
- When shopping for groceries, clip and use coupons for non-processed foods. Buy in bulk when you can and take advantage of "buy one, get one free" bargains. Freezing the surplus until you need it saves money. And, a full freezer is more efficient (cheaper to run) than one that's mostly empty.
- Make a list before you go to the store and stick to it. Avoid impulse buying or shopping when you're hungry.
- Quit smoking and save a bundle.
- Don't buy things like soda pop, beer, candy or other "foods" that add nothing nutritional to your diet. Also, drink tap water rather than buying bottled water.
- Cook with a pressure cooker. It speeds up cooking time, saving energy costs.
- Take advantage of loyalty cards at supermarkets and other discounts (such as senior discounts) when you see them. Often radio stations offer coupons, deals and discounts. Also, many stores will post their ads and coupons online, so be sure to check those before your next shopping trip.
- Don't buy expensive cleaners. You can clean most things in your house with white vinegar and salt, cheap dishwashing detergent and elbow grease. Also, these things are not toxic to use.
- Don't buy greeting cards. Make your own, either by hand or using a computer.
- Pay bills online and save on postage every month. Do your other banking online also, and save on driving to the bank.
- Shop around online first, before you drive. Use the web to compare prices for items among stores, then make only one trip.
- Buy clothes, household goods, furniture, and many other things in thrift or consignment shops. But only buy what you really need.
- Get your pets spayed and neutered when the Spaymobile comes to your town or neighborhood, or contact animal organizations to see if they can get you a discount.
- Take the bus, ride a bike, carpool and/or walk instead of driving.
- Cut entertainment expenses by doing free fun stuff: play board games, walk, bike, borrow library videos, tapes and books. Go to free concerts and parks.

- Make gifts instead of buying them.
- If you must drive, consolidate trips. Plan your errands in a loop to minimize gas use.
- Buy generic medications and store brands, not name brands.
- Check your insurance. Don't have more than you need. Raise your deductible to lower your payments. Shop around. Another company may give you a better rate.
- Work with creditors to reduce your payments
- Get rid of pay TV (cable, satellite). This is a clear example of knowing needs vs. wants.
- Split expenditures with someone else and share the use of the item.
- Ask your doctor to prescribe double-strength pills, then cut them in half. The same co-pay gets you twice the medication.
- Do things yourself instead of hiring them done: yard work, household repairs, hair coloring and trimming, dog grooming, etc.
- Whenever you're tempted to buy an unplanned item you see at the store, delay getting it until at least your next shopping trip. Do you really need it?
- Mute your TV during commercials. Simply avoiding advertising can help you spend less.

Use Less

- Use a clothesline instead of a dryer.
- When you drive, do not let your car idle for more than a minute. Turn the engine off.
- Turn down the thermostat on your furnace, and turn up the thermostat on your air conditioner.
- Conserve water. Use low-flow shower heads and toilets. Don't allow water to run when brushing your teeth, shaving or washing dishes.
- Unplug electrical appliances when not in use.
- Turn down the thermostat on your water heater.
- Always turn out the lights when you leave a room.
- Use it up, wear it out, make it do, or do without.



Get More Money Coming In

- Sell an extra car.
- Sell things you don't need through online sites, classifieds or auctions.
- Have a yard sale.
- Sell a collection, boat, snowmobile, RV, jet ski or other non-essentials.
- Sell your arts and crafts.
- Rent out an extra room.
- Teach your skills at your community school, or tutor students.
- Get a part-time job, do odd jobs, be an independent contractor—yard work, shoveling snow.
- Start a day-care or other home business.
- Get a paper route or other spare time job.
- Apply for food stamps and other assistance at the Department of Workforce Services.
- Use a cash-back credit card and don't carry a balance. ©

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Workforce Development and Information Division
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Salt Lake City, UT 84111

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